

Ronald W. Reagan High School
Air Force JROTC NC-20051



“Raiders”

Exemplifying Integrity, Service
and Excellence

Cadet Handbook
Academic Year 2014-2015



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



Table of Contents

PROGRAM OVERVIEW 3

SPECIAL OPERATING INSTRUCTION #1 5

 MISSION AND OBJECTIVES..... 5

SPECIAL OPERATING INSTRUCTION #2 7

 CADET CREED, HONOR CODE AND AIR FORCE CORE VALUES 7

SPECIAL OPERATING INSTRUCTION #3 9

 STAFF INFORMATION AND CRITERIA..... 9

STAFF SELECTION PROCESS..... 9

STAFF MEETING ATTENDANCE 9

CONTINUITY FOLDERS..... 10

STAFF JOB DESCRIPTIONS..... 12

 Command Staff..... 12

 Support Staff 14

 Team Captains..... 16

 Special Positions/Direct Reporting..... 17

SPECIAL OPERATING INSTRUCTION #4 18

 UNIT MANNING DOCUMENT (NC-20051 GROUP STRUCTURE) 18

SPECIAL OPERATING INSTRUCTION #5 21

 SPECIAL TEAM MEMBERSHIP 21

Drill Team 21

Color Guard 23

SPECIAL OPERATING INSTRUCTION #6 28

 DRESS AND GROOMING STANDARDS 28

SPECIAL OPERATING INSTRUCTION #7 31

 WEAR OF THE UNIFORM 31

SPECIAL OPERATING INSTRUCTION #8 34

 CLOTHING AND EQUIPMENT ACCOUNTABILITY..... 34

SPECIAL OPERATING INSTRUCTION #9 36

 STAFF MEETING PROCEDURES AND PROJECT GUIDELINES..... 36



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #10..... 39
SALUTING39

SPECIAL OPERATING INSTRUCTION #11..... 40
WEAR OF SHOULDER CORDS.....40

SPECIAL OPERATING INSTRUCTION #12..... 41
HAZING41

SPECIAL OPERATING INSTRUCTION #13..... 42
CADET EVALUATION/REVIEW BOARDS.....42

SPECIAL OPERATING INSTRUCTION #14..... 43
CLASSROOM CONDUCT.....43

SPECIAL OPERATION INSTRUCTION #15 45
CADET OF THE MONTH45

SPECIAL OPERATING INSTRUCTION #16..... 47
CADET PROMOTION SYSTEM POLICY.....47

SPECIAL OPERATING INSTRUCTION #17 51
HONOR FLIGHT PROGRAM51

Appendix 1..... 54
STANDARDS OF PERSONAL APPEARANCE AND UNIFORM ITEM WEAR.....54

MALE UNIFORM ITEMS 54

MALE PERSONAL APPEARANCE 56

FEMALE UNIFORM ITEMS..... 63

FEMALE UNIFORM ITEMS..... 64

FEMALE PERSONAL APPEARANCE 65

Appendix 2..... 70
THE PROPER WAY TO HEM AND WEAR PANTS.....70

Appendix 3..... 71
THE AFJROTC PATCH.....71

Appendix 4..... 72
RANK GUIDE72

Appendix 5..... 73
AWARDS AND DECORATIONS73



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



PROGRAM OVERVIEW

- The Aerospace Science course introduces cadets to the historical, scientific and technical aspects of aviation and the aerospace environment. Leadership Education provides experiences to develop discipline, responsibility, communication skills and citizenship. Leadership Education also includes wearing the Air Force uniform, the proper use of Air Force customs and courtesies, participating in drills and ceremonies, giving and receiving instructions, and assuming leadership roles as members of NC-20051. The program is administered and taught by the Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI).
- The Reserve Officers' Training Corps Vitalization Act of Oct. 13, 1964 (PUBLIC LAW 88-647) is the authority to operate AFJROTC programs in secondary schools. It states that cadets must be physically fit, citizens of the United States, and at least 14 years old. To be enrolled in NC-20051, AFJROTC, Ronald W. Reagan High School, you must also be enrolled in and attending a regular course of instruction at Reagan High School. **You do not incur a service obligation by participating in the program.**
 - Students may transfer from Army, Navy, or Marine Junior ROTC units with full credit for training already received with the recommendation of the losing unit.
- A CERTIFICATE OF COMPLETION is presented to cadets in good standing who have completed at least three years of the AFJROTC program. In order to gain the benefits of successfully completing the AFJROTC program, a cadet must have this certificate in his/her possession when enrolling in a college level ROTC program or when enlisting in the armed forces.
- With the Certificate of Completion, a cadet may be given credit for one year of the General Military Course (GMC) of the senior AFROTC program. This privilege must be



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



arranged with the Professor of Aerospace Science (PAS) when enrolling at the college or university.

- If the AFJROTC cadet elects to enlist in the Armed Services, the Certificate of Completion will allow enlistment in pay grade E-3 in the Air Force, Army, or Navy. Enlistment in the Marine Corps will be in pay grade E-2. *Note: It is possible to complete three years of AFJROTC and NOT receive a Certificate of Completion or an endorsement for enlistment at E-3 from the SASI.*
- A CERTIFICATE OF TRAINING is presented to cadets in good standing who complete two years of the AFJROTC program. With the Certificate of Training, a cadet may be given credit for one semester of the General Military Course (GMC) of the senior ROTC program. This privilege must be arranged with the Professor of Aerospace Science (PAS) at the time of enrollment in the college or university.
 - If the AFJROTC cadet elects to enlist in the Armed Services, the Certificate of Training will allow enlistment in the pay grade of E-2. *Note: Certificates of Training are not awarded automatically. Consideration is given to total performance and achievement as a member of the unit. It is possible to complete the course and NOT be considered to have met the total requirement for award of the certificate. Final determination for the award rests with the SASI and ASI.*



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #1

MISSION AND OBJECTIVES

- I. The mission of the cadet organization is to provide a vehicle for the application of leadership techniques and for developing an understanding of the military command structure, the need for discipline, and knowledge of military drill and ceremonies. In accomplishing its mission, the cadet organization seeks to satisfy the following objectives:
 - A. To develop a high degree of personal honor, self-reliance, and leadership
 - B. To promote patriotism
 - C. To promote habits of orderliness and precision
 - D. To develop respect for constituted authority
 - E. To develop the ability to perform basic military skills associated with drill and ceremonies
- II. Academic objectives seek to:
 - A. Develop better-informed citizens on matters dealing with aerospace
 - B. Develop knowledge of vocational, educational, and leadership opportunities offered by aerospace agencies
 - C. Understand the potential impact of aerospace on the social, political, economic, and military systems in the United States
 - D. Become familiar with the beneficial effects that have occurred as a result of efforts in aerospace
 - E. Become familiar with aerospace vehicles and the principles that govern their operation
 - F. Become familiar with the purpose and structure of the Department of Defense and the U. S. Air Force
- III. Leadership objectives seek to have the cadets demonstrate the following:
 - A. Wear the uniform and insignia in accordance with AFI 36-2903 and AFROTCI 36-2001



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- B. Knowledge of USAF dress and grooming standards.
 - C. Execute the basic movements, positions, and facings in individual, flight, and squadron drill.
 - D. Demonstrate knowledge of Air Force customs and courtesies and conduct themselves in a socially acceptable manner in and out of uniform.
 - E. Perform the duties of element leader, flight sergeant, flight commander, and other duties as required.
 - F. Demonstrate knowledge and respect for constituted authority.
 - G. Demonstrate knowledge of the procedures for honoring the American flag, the *National Anthem*, and *To the Colors* when participating in military ceremonies.
 - H. Develop exemplary habits of orderliness and precision to prepare oneself for responsible leadership.
- IV. During the year, Curriculum-In-Action trips (CIA) and community service projects may be planned. Your participation is determined by you. Disciplinary problems on campus, academic standing in school and uniform grade will determine if you are allowed to participate in CIA trips. Written permission from your parents/guardians and all of your teachers is required prior to participation.
- V. Academic grades within the AFJROTC corps are based on 4 grading criteria: 1) uniform wear (40% of grade) 2) all academics (20% of grade) 3) PT includes preparation and participation (20% of grade) and 4) community service (20% of grade). The uniform grading is covered in SOI #7. PT grading is in two parts. You must dress in PT gear (50% of PT grade) and participate in the activity (50% of PT grade) unless excused by a doctor. Cadets are required to perform 5 hours of community service per quarter. Cadets are allowed to carry extra hours from Quarter 1 to Quarter 2 and also extra hours from Quarter 3 to Quarter 4. Community service hours and credit are earned through both AFJROTC-sponsored events and those projects that can be earned through community efforts such as fire department volunteers, Boy Scouts, volunteering at food shelters, etc.



**DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040**



SPECIAL OPERATING INSTRUCTION #2

CADET CREED, HONOR CODE AND AIR FORCE CORE VALUES

AIR FORCE JROTC CREED

I AM AN AIR FORCE JUNIOR ROTC CADET

**I AM CONNECTED AND FAITHFUL TO EVERY CORPS OF CADETS WHO SERVE THEIR
COMMUNITY AND NATION WITH PATRIOTISM.**

**I EARN RESPECT WHEN I UPHOLD THE CORE VALUES OF INTEGRITY FIRST, SERVICE
BEFORE SELF, AND EXCELLENCE IN ALL WE DO.**

**I WILL ALWAYS CONDUCT MYSELF TO BRING CREDIT TO MY FAMILY, SCHOOL, CORPS
OF CADETS, COMMUNITY, AND TO MYSELF.**

**MY CHARACTER DEFINES ME. I WILL NOT LIE, CHEAT, OR STEAL. I AM
ACCOUNTABLE FOR MY ACTIONS AND DEEDS.**

I WILL UPHOLD OTHERS ACCOUNTABLE FOR THEIR ACTIONS AS WELL.

**I WILL HONOR THOSE I SERVE WITH, THOSE WHO HAVE GONE BEFORE ME, AND
THOSE WHO WILL COME AFTER ME.**

**I AM A PATRIOT, A LEADER, AND A WINGMAN DEVOTED TO THOSE I FOLLOW, SERVE,
AND LEAD.**

I AM AN AIR FORCE JUNIOR ROTC CADET.

- The Honor Code is specific and clear in what it demands. A cadet is expected to have complete integrity in both word and deed; avoid evasive statements; do individual work in class, and be willing to assist others in a sense of cooperation and reaching common group goals. The Code belongs to the Cadets. Maintaining its high standards of trustworthiness is the responsibility of each cadet. This will require self-control and conscious effort at all times. Eventually, it becomes an ingrained habit and part of the cadet's total ethical code and lifestyle. The Honor Code, by stressing that there can



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



be no tolerance of lying, cheating, or stealing, emphasizes that **HONOR** is the common standard of the Cadet Corps.

- The Air Force Core Values are applicable equally to all ranks in the Air Force family. The values serve as the backbone of how we work, play and even fight as a member of the Air Force family. The three Air Force core values are:

Integrity First
Service Before Self
Excellence In All We Do

- Integrity is the first and foremost characteristic to achieve and fits closely with the honor code theme. It is an unfaltering devotion to honesty, truthfulness, doing ones duty, and doing what is right. Possessing an internal ability to regulate and control yourself and do the right thing at all times means that your word and character can always be counted upon no matter what the circumstance.
- The concept of service before self speaks to the selflessness that ought to be the bedrock of JROTC. Only in placing ourselves second to the needs of our group will we be able to insure the success of our team goals as efforts are directed toward what is best for the entire team.
- Striving for excellence in all we do is a commitment to do your best and always look for ways to improve who you are in all facets of life. Every moment should be an opportunity to enhance the world around you through who you are and what you do in a positive manner.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #3

STAFF INFORMATION AND CRITERIA

I. STAFF SELECTION PROCESS

- A. Command Staff will hold cadet interviews in the spring. After conducting the interviews and receiving applications, the Command Staff will select the staff members for the next year (with the approval of the SASI).
- B. Newly appointed Staff members are to be informed of their promotion.
- C. The new Command Staff are to then organize a summer training event to prepare cadets for their Staff positions. During this mandatory training event, cadets are to be informed of their job descriptions and expectations by the SASI and ASI.
- D. Command Staff is to publish a public "Chain of Command" for all cadets to view for that academic year.

NOTE: Open Staff positions are to follow the basic "Chain of Command." However, there are some cases where more or fewer positions are to be available based on cadet numbers active in the unit.

II. STAFF MEETING ATTENDANCE

- A. All members of the staff are required to attend staff meetings. Absences will be excused on a per-case basis (i.e. doctor's appointment, family emergency, (athletic) game). Excuses will be granted at the discretion of the Corps Commander and the SASI.
- B. If a cadet misses two or more staff meetings in a quarter (unexcused), that individual's staff position may be revoked.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



III. CONTINUITY FOLDERS

A. As part of the staff, cadets will be required to maintain an up-to-date continuity book. If a staff member fails to maintain a continuity book, that cadet's staff position may be revoked. The continuity book requirements are as follows:

1. **Scope:** This instruction applies to all staff members at NC-20051.
2. **Purpose:** Cadet continuity books are established and updated to ensure uninterrupted transitions within the cadet corps.
3. **Procedure:** Each cadet holding a staff position will maintain a cadet continuity folder with the following guidelines:
 - a) All books will be kept in the staff cabinet clearly marked for each position.
 - b) Continuity books will be inspected (for a grade) once per quarter.
 - c) Continuity folders will contain the following sections for everyone:

- **Cover Page**
- **Table of Contents**
- **Staff Contact List**
- **Job Description**
- **Chain of Command**
- **Job Content Sheets**
- **Project Planning**

4. **Job Contents:**

- a) Corps/Vice Corps Commander
 - 1) Corps issues that need to be tracked
 - 2) Copies of proposed documents
 - 3) Corps goals document
 - 4) Any other notes or projects
 - 5) Staff meeting agendas (Corps Commander only)
- b) Senior Enlisted Advisor
 - 1) Notes regarding the enlisted cadet promotions
 - 2) Morale and Welfare reports on the Corps
 - 3) Any other assigned duties



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- c) Team Commanders
 - 1) Team contact sheets
 - 2) Attendance roster
 - 3) Event tracking sheets
 - 4) Instructions for running the team and special events (step-by-step)
- d) Squadron Commander
 - 1) Flight commander procedures
 - 2) Training plan for flight commanders
 - 3) Notes for projects
 - 4) Meeting agendas
 - 5) Specific notes about the Flights
- e) Flight Commander
 - 1) Cadet Contact Sheet with at least email addresses (for members of the Flight)
 - 2) Community service tracking sheets (one per cadet)
 - 3) PT tracking sheet (one per flight) maintained after each PT day
 - 4) Notes of staff meetings
- f) Support Staff Commander
 - 1) Notes for projects
 - 2) Meeting agendas
 - 3) Specific notes about each cadet on the support staff
- g) Personnel Officer
 - 1) Section for each Flight
 - 2) Maintain WINGS (Air Force) database of every cadet with a tracking community service, awards, personal information and rank
 - 3) Maintain personnel box with blank forms needed by Corps
 - 4) Procedures to be used by all flight personnel assistants
- h) Logistics Officer
 - 1) Section for each Flight
 - 2) Each section to include a written request for any uniform issue
 - 3) Maintain WINGS (Air Force) database of inventory of each item in the uniform closet and assigned to each cadet
 - 4) Procedures to be used by all flight logistics assistants
- i) Public Affairs/Special Projects
 - 1) Copy of every announcement made
 - 2) Project papers and planning notes



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- 3) Record of any other assigned duties
- 4) Calendar of events
- 5) POC information and instructions for all special projects

j) Historian

- 1) Typed copies of staff meeting minutes
- 2) USB drive containing pictures of Corps activities and events
- 3) Notes succeeding every Corps event

k) Corps PT Officer

- 1) Roster of flight PT assistants
- 2) PT test tracking sheet and results
- 3) PT lesson plans for PT assistants to use for their flights
- 4) Presidential Fitness Test standards excerpt

5. **Considerations:** Continuity is a critical aspect of AFJROTC. These folders should be completed with helpful information for the incoming Staff members. If at any time you feel that there should be something extra that needs to be included in your folder (that is not already included above), please get approval up the chain of command to get changes accepted. Improvements should be looked for at every opportunity, and positive changes made will only enhance how well the corps performs.

IV. STAFF JOB DESCRIPTIONS

- The following job descriptions are to serve as a basic outline of what is to be expected in a particular Staff position.

Command Staff

A. Group Commander

1. Maintain the appearance, efficiency, productivity, and discipline of the unit
2. Plan and coordinate all wing activities, facilities, and resources
3. Conduct and organize the weekly/bi-weekly Staff Meetings
4. Manage and update the Cadet Handbook
5. Coordinate with and provide weekly updates to the SASI
6. All other duties assigned by the SASI



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



B. Vice Group Commander

1. Serve as the Group Commander in times of his/her absence
2. Assisting with the planning and coordinating of all wing activities, facilities, and resources
3. Responsible for ensuring staff is operating smoothly and properly
4. Assist with the weekly staff meetings
5. Inspect the Support Staff and Squadron Commander's continuity folders for accuracy
6. Assist with managing and updating the Cadet Handbook
7. Report to the Group Commander on the status of the Staff
8. Serve on Cadet Evaluation Board
9. Coordinate with the SASI
10. All other duties assigned by the SASI or Group Commander

C. Senior Enlisted Advisor

1. Serve as a liaison between the enlisted Corps and the Staff
2. Communicate information or problems within the enlisted portion of the Corps to the Group Commander and Vice Group Commander
3. Ensure that all NCO's are carrying out their respective jobs correctly
4. Monitor the Cadet Evaluation program and ensure it is managed fairly and properly
5. All other duties assigned by the SASI or Command Staff

Squadron Staff

A. Squadron Commander(s)

1. Train all flight commanders on procedures
2. Conduct quarterly observations of all flight commanders and provide feedback
3. Conduct weekly inspections of Flight Commanders' continuity folders and ensure that the records are accurate and organized
4. Assist the Flight Commanders with problems they may encounter
5. Create/Track the Honor Flight program
6. All other duties assigned by the SASI or Command Staff

B. Flight Commanders

1. Conduct pre- and post-class procedures (standard throughout all flights)
2. Maintain the appearance, efficiency, productivity, and discipline of the flight
3. Plan and coordinate activities within the flight
4. Recommend top cadets within the flight for awards and recognition to the SASI



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



5. Conduct the weekly uniform inspection (must be familiar with uniform criteria available in Appendix 1 and 2 of Cadet Handbook)
6. Conduct cadet promotion evaluations each semester
7. Maintain community service tracking sheets (Personnel Assistant)
8. Maintain and complete PT tracking forms for the flight (PT Assistant)
9. Ensure uniform items are handed out to all flight members and accounted for (Logistics Assistant)
10. All other duties assigned by the SASI or Command Staff

Support Staff

A. Support Staff Commander

1. Conduct weekly inspections of the Support Staff's continuity folders and ensure that the individual cadets are performing their jobs adequately
2. Assist the Support Staff with problems they may encounter
3. Maintain oversight of all staff activities being planned and executed
4. All other duties assigned by the SASI or Command Staff

B. Personnel Officer

1. Maintain the cadet database (WINGS) for all personnel actions (e.g., community service, promotions, positions held)
2. Maintain cadet directory in Excel format with pertinent contact information
3. Maintain folder directory in WSFCS "Student Shared" drive
4. Ensure that necessary information is being forwarded to the Logistics Officer
5. Assist the Logistics Officer during each promotion cycle and the distribution of earned ribbons
6. All other duties assigned by the SASI or Command Staff

C. Logistics Officer

1. Assist the ASI directly
2. Ensure the "Uniform Room," the supply closet, and the cabinets are neat and organized
3. Perform inventory of all of the articles of clothing and other accessories present in the "Uniform Room"
4. Ensure accurate records are kept of inventory that is currently lent out to cadets and put into Wings (the Holm Center/HQ AFJROTC database of record)
5. After Personnel Officer forwards the Logistics Officer the data, ribbons are to be prepared to go out to cadets
6. SPECIAL NOTE: NO ITEM CAN LEAVE THE "UNIFORM ROOM" WITHOUT THE CONSENT OF THE SASI OR ASI



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



7. All other duties assigned by the SASI or Command Staff

D. Corps PT Officer

1. Define PT requirements for the corps utilizing Presidential Fitness Standards
2. Maintain PT Test data in WINGS database
3. Manage the flight PT assistants
4. Provide all flights with options and training on PT day exercises
5. All other duties assigned by the SASI or Command Staff

E. Special Projects Officer

1. Assist with the planning of any project the Corps partakes in
2. Organize "special projects" such as community service events
3. Provide project briefings at Staff Meetings
4. Work closely with the Public Affairs Officer
5. All other duties assigned by the SASI or Command Staff

F. Public Affairs Officer

1. Responsible for public promotion of the Corps
2. Maintain the daily flight briefing, whiteboard and the bulletin board
3. Ensure continuous and accurate information is transmitted to the corps regarding upcoming activities (using all media outlets as necessary)
4. Responsible for all sign-up sheets. Post with all pertinent and accurate information then provide completed sheets to other officers when completed (i.e., Personnel Officer for community service tracking)
5. Work closely with the Special Projects Officer during projects
6. All other duties assigned by the SASI or Command Staff

G. Historian

1. Responsible for keeping accurate records of the Corps for the year
2. Provide content to the Public Affairs Officer for the Corps Newsletter
3. Take pictures at all major Corps events
4. Take accurate notes at meetings (to become public record)
5. Create presentations throughout the year
6. Work closely with the Public Affairs Officer
7. All other duties assigned by the SASI or Command Staff



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



Team Captains

A. Drill Team Commander

1. Assist the SASI with maintaining the appearance, efficiency, productivity, and discipline of the drill team
2. Serve as a cadet mentor to the drill team
3. Keep record of team practices and events
4. Work closely with the Color Guard Commander
5. All other duties assigned by the SASI or Command Staff

B. Color Guard Commander

1. Maintain the appearance, efficiency, productivity, and discipline of the Color Guard
2. Organize the Color Guard showings at school and public events
3. Keep record of team practices and events
4. Work closely with the Drill Team Assistant and the SASI
5. All other duties assigned by the SASI or Command Staff

C. Rifle Team Commander

1. Maintain the appearance, efficiency, productivity, and discipline of the Rifle Team
2. Coordinate directly with the ASI
3. Keep record of team practices and events
4. Select the team for all competitions
5. All other duties assigned by the SASI or Command Staff

D. Cyber Team Commander

1. Coordinate with the SASI and team mentor of the Cyber team
2. Maintain the appearance, efficiency, productivity, and discipline of the team
3. Keeping record of team practices and events
4. All other duties assigned by the SASI or Command Staff

E. Raider Team Commander

1. Manage the team members through regularly scheduled practices/workouts
2. Lead the team in all competitions
3. Keep abreast of the latest training techniques and requirements for competition
4. All other duties assigned by the SASI



**DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040**



Special Positions/Direct Reporting

A. Brigade Representative (Direct report to the SASI/ASI/Corps Commander)

1. Identify cadet representative for Cadet of the Semester boards (WSFCS Brigade offices) – provide study materials and ensure cadets are prepared
2. Attend the Joint Staff Meetings
3. Coordinate with the Joint Staff
4. Relay information back to the Reagan Raider Corps
5. Assist with organizing Joint/Corps projects (Military Ball, Parades, Brigade competitions)
6. All other duties assigned by the SASI or Command Staff



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #4

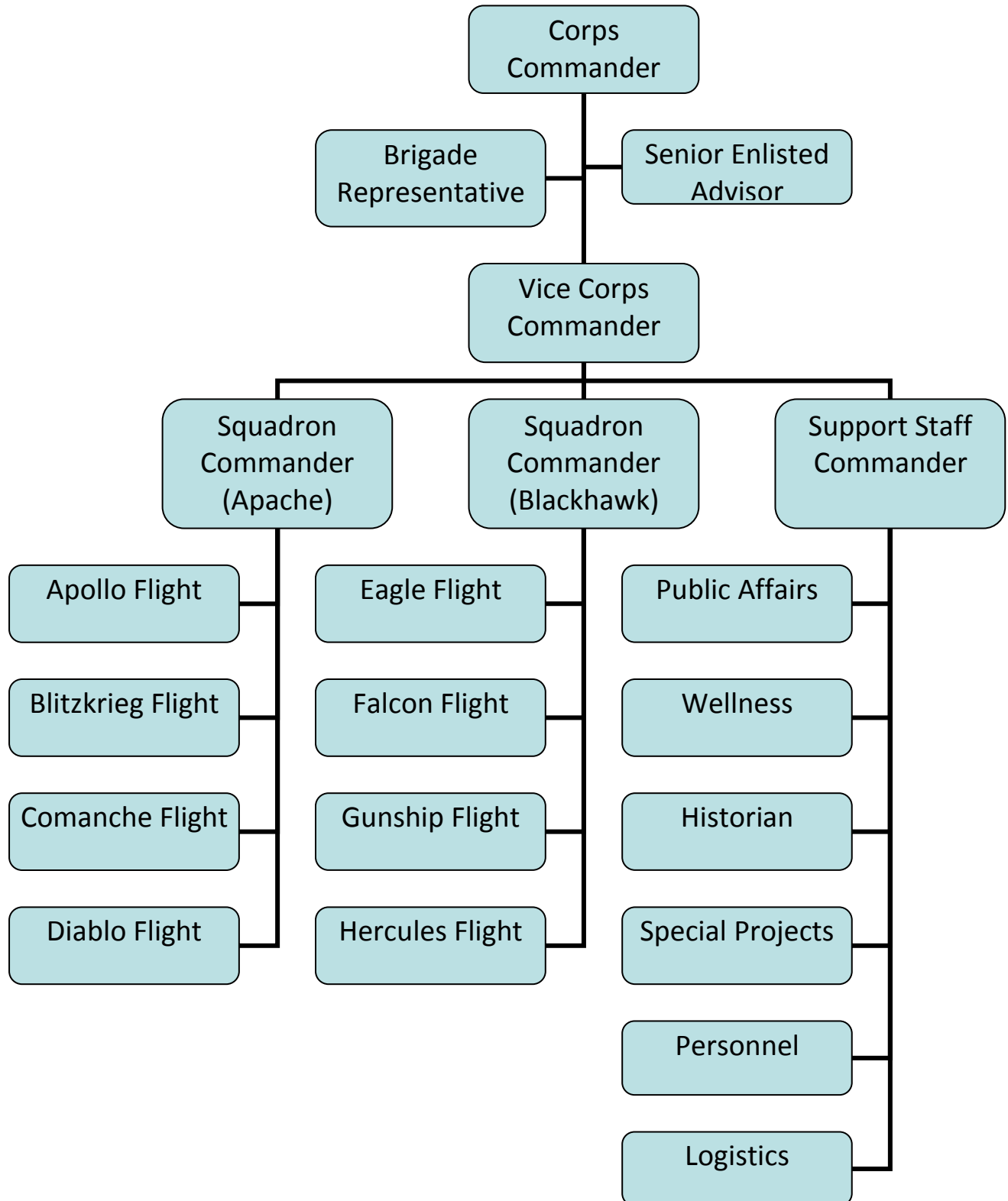
UNIT MANNING DOCUMENT (NC-20051 GROUP STRUCTURE)

POSITION	QUANTITY	RANK
Group/Corps Commander	1	c/Lt Colonel
Vice Group Commander	1	c/Lt Colonel
Brigade Representative	1	c/Lt Colonel
Squadron Commander	2	c/Major
Support Staff Commander	1	c/Major
Senior Enlisted Advisor	1	c/CMSgt
Flight Commander	8	c/Capt
Flight Sergeant	8	c/TSgt¹
Personnel Officer	1	c/1st Lt
Personnel NCOIC	1	c/TSgt
Logistics Officer	1	c/1st Lt
Logistics NCOIC	1	c/TSgt
Historian	1	c/2nd Lt
Wellness Officer	1	c/2nd Lt
Public Affairs Officer	1	c/2nd Lt
Public Affairs NCOIC	1	c/TSgt
Special Projects Officer	1	c/2nd Lt
Special Projects NCOIC	1	c/TSgt
Drill Team Commander	1	c/Capt
Rifle Team Commander	1	c/Capt
Raider Team Commander	1	c/Capt
Color Guard Commander	1	c/Capt

¹ The Cadet TSgt rank is reserved for AS-2, 3 and 4 in an NCOIC position. If an AS-1 holds an NCOIC position, he/she will be given the rank of Cadet SrA. Additionally, if a cadet already holds a higher enlisted rank than depicted here, the higher rank will be retained in order to maintain parity with the flight.

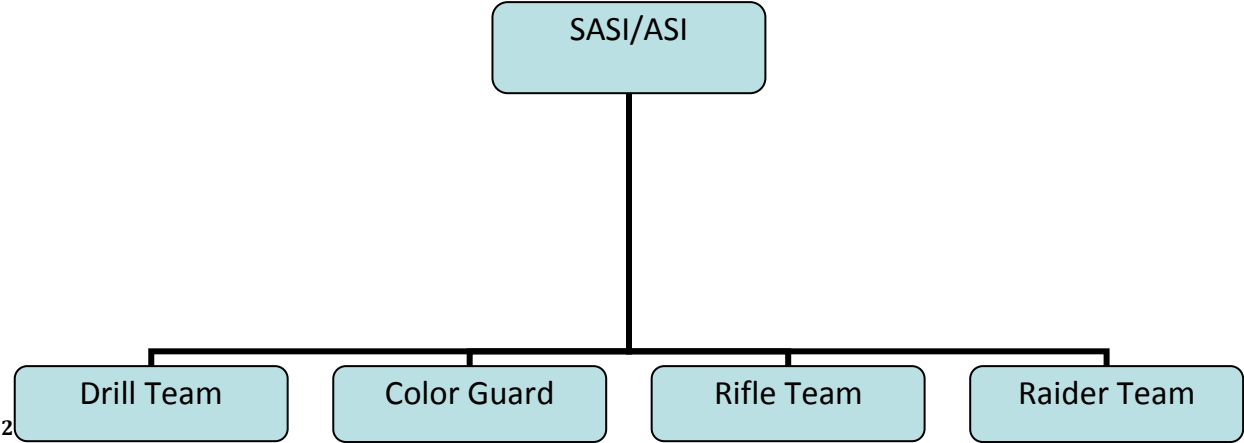


DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040





DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



² The Special Teams report directly to the SASI or ASI depending upon who is leading the team.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #5

SPECIAL TEAM MEMBERSHIP

I. Drill Team

A. The Drill Team membership is open to any member of the corps in good academic and adhering to appropriate behavior in school. Open recruiting will be done at the beginning of the academic year and in December. This will allow students unable to start at the beginning to join the team with enough time to integrate seamlessly with the rest of the team prior to additional competitions.

Participation requirements are as follows:

1. **Attendance:** Members must attend 90% of practices in order to remain an active participant on the team unless absences are excused by the Drill Team commander. Practices are held twice a week, and those days are determined at the beginning of each academic year according to the needs of the team. They will be held for 90 minutes each of those days. During "Hell Week" (the week of a drill competition) the practices will be held for 90 minutes every day of that week.
2. **Drill Meet Preparation:** Members must be present at least 90% of all practices the month before any drill meet and attend all practices the week of the event. Some exceptions are as follows: 1) involved in another extracurricular school activity (e.g. marching band, driver's education), 2) Medical appointments, 3) Family emergencies and 4) other circumstances as approved by the Drill Team Commander. If it is necessary and approved to miss excessive practices, the Drill team captain and assistant will evaluate the member's ability to positively enhance the drill unit with which they wish to participate during the meet. If the designated leader for the drill event has finalized their drill team, they may still grant permission to the offending



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



member but only as an alternate. Every effort should be made to participate in all sanctioned drill competitions the team attends.

3. **Special Uniform Devices:** To retain any special devices, patches or other special drill team uniform items, each member must maintain an overall 90% attendance for the drill meets or be involved in another sanctioned Reagan High School team, activity or event during the season that prevents them from satisfying this requirement.
4. **Academic Standards:** Failure to maintain academic standards (maintaining a 2.0 GPA unweighted or 2.5 GPA weighted or have an overall grade of F in any course) will result in a temporary suspension from the team and removal from any drill meets until grades meet school requirements. The member can return at the end of the suspension continue to practice with the team but not participate in any meets.
5. **Behavioral Standards:** Any behavioral problems at school resulting in extended ISS or any OSS will prevent members from participation in any out of town meets. It may also result in removal from the team for that year. One-time ISS will be considered on a case-by-case basis.
6. **Uniform Wear:** Failure to meet the uniform standards below 90% or failure to wear the uniform on assigned days will prevent travel to any drill meets for that month. The drill team member must meet the 90% criteria for 4 consecutive weeks to be allowed to travel with the drill team. The team member can continue to practice with the team during the suspension period.

B. Drill Team Ribbon

1. In order to qualify for the Drill Team Ribbon each member must maintain 90% attendance for all practices. In addition, team members must participate in all



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



competitions the team is involved in during that award year. If a member is unable to compete, then the drill commander and SASI must determine if the absence is an approved and excused absence in order to maintain qualification. Once a ribbon is earned, then the same criteria apply for the oak leaf cluster to be awarded in subsequent years of drill team membership and participation.

II. Color Guard

- A. **Membership:** Membership on the Color Guard (CG) is an honor and responsibility for each member choosing to try out for and become a part of the team. As a member of the Color Guard, you are accepting the responsibility to honorably and professionally present our nation's flag at all home football games, basketball games, PTSA and other special events that are scheduled in support of Reagan High School and its athletic programs and community events. The CG is open to every cadet who has the correct attitude, ability, and desire to serve. Excellence cannot be achieved without commitment. Partial commitment destroys team unity and damages the reputation of the corps and our school. The team will be composed of no more than 10 members: the team leader and 9 members. The CG Commander will be responsible for coordinating all events with the SASI/ASI and responsible for insuring that the activities are scheduled equitably among all team members.
- B. **Team Selection:** Selection for the team members will be accomplished by the CG Commander and approved by the SASI/ASI based on a competition of drill team events and a normal presentation of the colors. The team leader will be selected based on aptitude and desire for leadership as well as the ability to motivate, train and discipline the team members.
- C. **Academic Standards:** Failure to maintain academic standards (maintaining a 2.0 GPA unweighted or 2.5 GPA weighted or have an overall grade of F in any course)



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



will result in a temporary suspension from the team and removal from any team activities until grades meet school requirements.

- D. **Behavioral Standards:** Any behavioral problems at school resulting in extended ISS or any OSS will prevent members from participation in any out of town meets or presentations. It may also result in removal from the team for that year. One-time ISS will be considered on a case-by-case basis.
- E. **Special Uniform Devices:** To retain any special devices, patches or other special drill team uniform items, each member must maintain an overall 90% attendance for the drill meets or be involved in another sanctioned Reagan High School team, activity or event during the season that prevents them from satisfying this requirement.
- F. **Competitions:** Participation at competitive drill meets will be decided by a competition scored by the drill team captain, SASI and ASI.
- G. **Event Scheduling:** All events scheduled will include a backup member to ensure that the colors are presented correctly and that the corps is represented at the highest level. If you are scheduled for an event and cannot participate, it is the responsibility of each scheduled member to contact the team leader with your replacement member 24 hours in advance.
- H. **Practices/Training:** The Color Guard Commander is responsible for scheduling a time to accomplish training during the week. The times can be before or after school to maximize access to the most students. Failure to meet 95% of the scheduled practices during a month or failure to show for a scheduled event and not arrange for an alternate will result in a 1-month suspension from the Color Guard and forfeiture of any specialized uniform attachments authorized for wear by the Color Guard. A second incident of either infraction listed previously will



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



result in removal from the Color Guard team for the school year. You will be permitted to try out for the Color Guard the next school year.

I. Color Guard Commander responsibilities:

1. Recruit and organize the CG.
2. Maintain and post a roster of the CG members with phone numbers.
3. Post a schedule of known Color Guard performances.
4. Ensure sufficient CG members are scheduled to present the Colors. Always include one to two members on stand-by in the event a primary member is unable to perform.
5. Report community service hours for cadets that present the Colors.

J. Color Guard Ribbon

1. The Color Guard Commander will track and post a roster identifying cadet participation at ceremonies where the Colors are presented for the purpose of awarding the Color Guard ribbon. This does not include drill team competitions. This posted roster will be updated after each scheduled Color Guard presentation. Color Guard cadets are eligible to wear the Color Guard ribbon once they serve for one year on the Color Guard, attend 95% of the practices for the year and present the Colors at 1/3 of the events that the unit participates in.

A. Rifle Team

A. Membership: Membership on the Rifle Team is open to all active cadets in the AFJROTC program.

1. There is a maximum number of six cadets that may be permanent team members throughout the year.
2. There is a required safety course that all cadets must take as well as pass the



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



examination given to test knowledge of the safety material. The exam is correctable to 100%, so cadets that miss questions will be shown their errors and be corrected on the spot in order to ensure knowledge of all safety procedures prior to performing any live shooting.

- B. **Practices/Training:** The Rifle Team commander will coordinate with the ASI in order to establish the weekly practice schedule. It will consist of 2 days per week from 0700-0815 on days determined at the beginning of the year that is most beneficial for all team members and the ASI.
- C. **Academic Standards:** Failure to maintain academic standards (maintaining a 2.0 GPA unweighted or 2.5 GPA weighted or have an overall grade of F in any course) will result in a temporary suspension from the team and removal from any team activities until grades meet school requirements.
- D. **Behavioral Standards:** Any behavioral problems at school resulting in extended ISS or any OSS will prevent members from participation in any out of town meets or presentations. It may also result in removal from the team for that year. One-time ISS will be considered on a case-by-case basis.
- E. **Competition:** Prior to each competition the team will have a “shoot-off” to determine which four members represent the team based on shooting scores for that week. This means that the team members for competitions are subject to change each time.

B. Raider Team

- A. **Membership:** Membership on the Raider Team is open to all active cadets in the AFJROTC program. It is very helpful if the cadet is already in good physical shape and is willing to endure very rigorous workouts in order to improve their overall physical prowess. It is a very physically demanding activity that requires great dedication to participate in. The team consists of eight team members.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- B. **Practices/Training:** The Raider Team commander will coordinate with the SASI/ASI in order to establish the weekly practice schedule. It will consist of 2 days per week from 1600-1730 on days determined at the beginning of the year that is most beneficial for all team members and the SASI/ASI.
- C. **Academic Standards:** Failure to maintain academic standards (maintaining a 2.0 GPA unweighted or 2.5 GPA weighted or have an overall grade of F in any course) will result in a temporary suspension from the team and removal from any team activities until grades meet school requirements.
- D. **Behavioral Standards:** Any behavioral problems at school resulting in extended ISS or any OSS will prevent members from participation in any out of town meets or presentations. It may also result in removal from the team for that year. One-time ISS will be considered on a case-by-case basis.
- E. **Competition:** Each competition requires that 8 team members participate. The competition schedule will be determined by the Raider Team commander and the SASI/ASI.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #6

DRESS AND GROOMING STANDARDS

(Reference: AFI 36-2903 and AFROTCI 36-2001)

I. Dress and Grooming Standards

- A. Each member of the AFJROTC must maintain high standards of dress and personal appearance. When a cadet wears the uniform, he/she is obligated in the same fashion as a commissioned officer or enlisted person on active duty to wear it properly and proudly. In doing so, one upholds the dignity of the Air Force, AFJROTC, fellow cadets, and oneself. The uniform, when properly worn and correctly fitted, is very important in establishing and maintaining morale and public opinion. Wearing the uniform improperly is a discredit to the cadet, the unit, and the US Air Force.
- B. The uniform must be kept clean and maintained in serviceable condition. Uniform shirts will be kept buttoned and tucked in at all times. Shoes will be highly polished and in good repair. Badges, insignia, belt buckles, and other metallic devices must be maintained in proper luster and condition. Articles such as wallets, pencils, pens, pins, jewelry, handkerchiefs, combs, sunglasses, and sunglass cases will not be worn or carried exposed on the uniform. Wristwatches, identification bracelets, and rings are permitted. Conservative sunglasses may be worn, but not in formations (unless they are prescription).
- C. Male hairstyles will be neat, clean, trimmed and present a well-groomed appearance. Hair will not touch the ears or the collar except the closely cut hair on the back of the neck. It will present a tapered appearance. Hair in front will be groomed so that it does not fall below the eyebrows and will not protrude below the band of properly worn headgear. In no way shall the bulk or length of the hair interfere with the proper wear of the Air Force headgear. Maximum bulk is 1 ¼ inches for males. The acceptability of the cadet's hairstyle will be based upon the



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



criteria in this paragraph and not upon the style in which worn. Cadets will not be allowed to participate in unit activities if hair is not within prescribed limits.

- D. If a cadet chooses to wear sideburns, they will be neatly trimmed and tapered in the same manner as the hair. Sideburns will not extend below the lowest part of the exterior ear opening and will be of even width. The sideburns will end with a clean shaven, horizontal line.
- E. A neatly trimmed mustache may be worn. It will not extend downward beyond the line separating the skin and the vermilion of the lip. The mustache will not extend sideways beyond a vertical line drawn upward from the corner of the vermilion of the lip.
- F. Beards and goatees are not permitted while in uniform. The face will be clean-shaven other than the wear of an acceptable mustache or sideburns.
- G. Male cadets will not wear wigs and/or hairpieces while in uniform except for cosmetic reasons to cover natural baldness or physical disfiguration.
- H. Cadets are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation through the ear, nose, tongue, or other body parts when:
 - 1. Exposed or visible while wearing a military uniform.
 - 2. In the AFJROTC classroom or department area.
 - 3. Participating in an AFJROTC sponsored activity, whether in or out of uniform.
- I. Tattoos that are visible above the collarbone are not permitted. Visible tattoos that are obscene, advocate sexual, racial, ethnic or religious discrimination are not permitted.
- J. Female hair must be styled to permit proper wear of military headgear. While in uniform, the hair must not extend below the bottom edge of the collar of the uniform. Exaggerated styles with excessive fullness or extreme height are prohibited. Maximum bulk is 3 inches for females. Hairpieces, when worn, must



**DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040**



conform to the same regulations governing natural hair styles. Dyed or tinted hair must present a natural appearance.

- K. Uniform skirt length will be in keeping with the requirements of good taste and judgment. Skirts should not exceed one inch above the knee and should not be excessively tight.
- L. Females may wear a single earring in the lobe of each ear. They must be spherical in shape and diamond, gold, silver, or pearl in color. Hair ornaments such as ribbons and beads will not be worn. Pins, combs, or barrettes similar in color to the individual's hair may be worn.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #7

WEAR OF THE UNIFORM

I. Wear of the Uniform

- A. The AFJROTC uniform is the same as that worn by active duty personnel. Only the insignia and rank identify you as a cadet. Each cadet must consistently be aware of their responsibility for maintaining their uniform in good condition and wearing it properly.
- B. One day a week will be designated as “uniform day”. Normally, Wednesday or Thursday (A/B day schedule) will be uniform day. Every cadet must wear the prescribed uniform on Uniform Day and his/her grade will be, in large part, determined by how well he/she prepares and performs on Uniform Day. Make-up day for excused absences is the next day that you attend school. If you are absent on Thursday or Friday it is your responsibility to find out the uniform of the day for Monday by calling the office or another cadet. When in doubt, wear the Class B uniform. During inspection of the uniform for the week the following guidance applies:
 - 1. If a cadet does not wear a uniform on the prescribed uniform day, then a grade of zero will be given for the day’s grade
 - 2. If a cadet wears a Class B uniform on a “Class A uniform day,” the cadet’s grade will begin at 50% and decrease for each uniform infraction
 - 3. Once an infraction is noted during the week’s inspection and the cadet is informed of the discrepancy, that cadet will be responsible to fix the discrepancy immediately, if possible, or by the next uniform wear day. If the same discrepancy is noted the following week, an immediate 10-point deduction will be given, and the remainder of the uniform infractions will be deducted as normal. Each subsequent week after week 2 with the same infraction will result in an additional 10-point deduction. For example, the hair is out of regulation the first week results in a 4-point deduction. If it occurs the



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



following week, it will be a 10-point deduction, and the third week in a row will result in a 20-point deduction, etc. If it occurs 4 weeks in a row, a 30-point deduction will occur, and the cadet will be demoted to the next lowest rank and will be able to earn it back the following promotion cycle.

- C. Uniform items that do not fit should be returned immediately for exchange. If a cadet cannot be fitted with uniforms available through Air Force clothing supply, efforts will be made to obtain custom-fitted uniform items through HQ AFJROTC. If the unit is unable to procure these items, then it may be necessary for the cadet to pursue another course of study.
- D. Uniforms will be worn **ALL** day on the days designated as uniform day except as follows:
 - 1. PE clothing will be worn during PE classes.
 - 2. Suitable clothing will be worn during Industrial Education classes.
 - 3. Other exceptional circumstances with prior approval.
- E. Service coats and Class B jackets may be removed during class without permission of teachers, except in AFJROTC classes. They must be worn when changing classes or anytime you leave class. Coats and Class B jackets must be properly buttoned or zipped when worn.
- F. Neckties may not be loosened or removed when worn as part of the uniform.
- G. Uniforms will be issued at the beginning of the school year in the following order:
 - 1. Special Details
 - 2. Staff
 - 3. AS-IV Cadets
 - 4. AS-III Cadets
 - 5. AS-II Cadets
 - 6. AS-I Cadets



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- H. Any person within the jurisdiction of the United States who wears a uniform or distinctive part of the uniform of the Armed Services without authority is subject to the penalties prescribed in 18 USC 702.
- I. Cadet Officers will assist in enforcement of this SOI under provisions of their job descriptions.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #8

CLOTHING AND EQUIPMENT ACCOUNTABILITY

I. Clothing and Equipment Accountability

- A. After cadet orientation, return of agreement forms, and meeting established standards, uniforms and uniform items will be issued. The Corps Logistics Officer is responsible to develop and follow a system for issuance and return that will be followed by the entire corps. The same uniform and equipment must be turned in at the end of the school year or when a cadet is no longer a member of the Cadet Corps.
- B. Once you receive and sign for your uniforms and accessories, you have an "account" in the AFJROTC supply office. All uniforms and equipment are loaned to you by the U. S. Government, and you will be held accountable for each item signed for.
- C. Your clothing and equipment record will show everything issued to you and, in most cases, the cost of each item. Several of the items are quite expensive. As you receive your uniform and items of equipment, you will be required to sign your name and initial beside each item issued. Each item issued to you becomes your personal responsibility.
- D. You will receive a summer uniform and some winter uniform items along with all accessories and insignia that go with them. Before the end of the school year, or when you turn in an item, you will be credited for those items returned. You must return all items or pay for the lost or damaged items before your grade is released. If you do not settle your clothing account satisfactorily before school is out, we must hold your report card. Seniors cannot get their diplomas or participate in graduation exercises without a clear account. Additionally, an AFJROTC Certificate of Training or Certificate of Completion will not be awarded.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- E. Clothing items that become unserviceable should be turned in immediately to the military property custodian (ASI through flight commanders and logistics) as soon as possible. If the unserviceable condition is due to fair wear and tear, the item will be replaced at no cost to you. Any clothing item that does not fit properly should be exchanged as soon as possible.
- F. Below are some suggestions to help safeguard your uniforms:
1. Do not place your uniform in an unlocked locker or in an unsecured place.
 2. Do not lend your uniform or uniform items to another person or have another person turn in items for you.
 3. Do not carry the flight cap around with your books. Fold it and put it in your back pocket or tuck it under your belt.
 4. Always be alert for uniform items left lying around or misplaced by another cadet. Assume responsibility for turning them in to the logistics officer or ASI.
- G. We must have the complete and full cooperation of every cadet in order for the entire Corps of Cadets to present its best appearance at all times. The United States Air Force uniform is the symbol of a proud and honorable service. Wear it proudly and in the best tradition of that service.

II. Care of the Uniform

- A. The uniform must be properly cleaned at all times. This is the responsibility of the cadet. The uniform will be dry cleaned at the expense of the cadet and his/her family throughout the year. Any expense for alterations will be borne by the unit. The cadet leadership will be made aware of the local alteration place that the unit has an account with in order to utilize their services.

ALL ITEMS MUST BE DRY-CLEANED BEFORE RETURN, OR THEY WILL NOT BE ACCEPTED.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #9

STAFF MEETING PROCEDURES AND PROJECT GUIDELINES

I. STAFF MEETING PROCEDURES

- A. Staff meetings will be conducted weekly/bi-weekly to discuss and review organizational and personnel matters, provide operational guidance and to resolve problems. The staff meeting will normally be scheduled for Friday afternoon unless scheduling conflicts dictate otherwise. Each Wednesday morning the cadet group commander will give an agenda to the SASI for approval. It will include items to be discussed that week such as upcoming projects, special events and other items of interest to the corps' members. The announcement will list which person will be speaking, the subject or project to be discussed and the proposed allocated time.
- B. The Cadet Commander or designated representative will preside over the staff meetings. The Historian will be responsible for taking minutes of the meeting to include but not limited to the following:
 - 1. Date and time.
 - 2. Personnel attending.
 - 3. Subjects discussed, decisions reached, or problems solved.
 - 4. Items to be discussed at the next staff meeting.
 - 5. Tentative date of the next meeting.
- C. The Cadet Commander will ask for and receive detailed information from the Vice Commander every other meeting and may ask for verbal reports from each staff officer on the current status of projects or details. When discussing problems, staff officers must be prepared to offer possible **solutions**. When discussing problems in a flight, names of students will never be mentioned in open meetings. Specific problems with students will be discussed behind closed doors, with only the people involved with the student.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- D. Staff Officers will make sure that assistants or NCOIC's are kept current on decisions or findings of the staff meetings. Flight commanders or their designated representative will ensure that all information is relayed to their respective flight. In the event that the SASI is not present, the commander will brief the SASI within one day of what was proposed or discussed. No final decisions will be made or action taken on anything discussed at the staff meeting without approval of the SASI.
- E. A copy of the minutes will be kept in the administrative files and retained until the end of the school year.
- F. Cadet staff meetings will be conducted in a business-like manner. Individual discussions and agendas will not be tolerated.

II. PROJECT GUIDELINES

- A. Projects will be broken up into the following categories:
 - 1. Fundraisers
 - 2. Community service project for the school or community
 - 3. Fun event available for the entire corps
 - 4. CIA trip suggestions with SASI/ASI
- B. To begin a project, the cadet must develop plans and details for the project or event and develop a timeline for the activity. Ideas will be provided to the Special Projects Officer for submission to the staff. No cadet will commit the Corps to anything without first talking to the SASI.
- C. After a brief presentation of the details of the project, the Staff will collaborate and determine which projects are going to be completed and provide dates. (The SASI



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



may block any project at his/her discretion). Once established, they are to be placed on the master calendar for the corps.

- D. Present the project to the corps and get commitment for participation. Report back to the Staff at the next Staff Meeting on cadet commitment to participate.
- E. The Special Projects officer will work with the project leader to develop a timeline for the project, along with estimates of the financial impact of the project. If any assistance is needed, it will be available from the instructors and Command Staff.
- F. Print a timeline for the event and start working the project. Public Affairs officer will work with the assistant to get the information to the school as required. All publicity of any nature will be cleared by the SASI before being disseminated outside the JROTC department. This means that there will be a signature by the SASI on anything concerning JROTC at Reagan High School.
- G. The Project Officer will be responsible for briefing the status of each project at the Staff meeting and in staff reports to the Corps Commander.
- H. The Project Officer may designate assistants who will be responsible for the execution of the project on the day of the project. The Command Staff is expected to participate in corps activities in support of the flight commanders and project leaders.
- I. During the first staff meeting after the project execution, there will be an evaluation process for the completed project to determine what worked and what needs improvement for the project.

NOTE: The Person of Contact (POC) for the project must ensure that the project is well thought-out. Everything should be in place before the event starts. There should be no "last-minute scrambling."



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #10

SALUTING

I. Saluting

- A. The salute, in its various forms, is considered a military greeting. In the US Armed Forces it is considered a symbol of respect. Military personnel regard the salute as a courteous and respectful greeting between members and it is one of the oldest traditions binding military members together. In AFJROTC, each member of the cadet corps is expected to observe military customs and courtesies.

II. Saluting Procedures for the Corps

- A. Cadets will salute officers of the United States Armed Forces and cadet officers of higher rank while in uniform.
- B. Salutes will be rendered at all times when moving in the parking lots or the front of the school while in uniform. The concourse is a no-hat area, so no saluting is required.
- C. Salutes will not be rendered indoors except when reporting as a part of classroom procedures or when asked to report to a superior officer.
- D. Saluting will not be required while eating lunch on the cafeteria patio or the senior patio.
- E. Do not salute while running. Come to a walk and salute when six paces from the person being saluted.
- F. Hold salutes until properly returned.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #11

WEAR OF SHOULDER CORDS

I. Authorized Wear

- A. The Command Staff members are authorized to wear a teal and black with a double metal device shoulder cord. Flight Commanders, along with the Squadron and Support Staff Commanders, wear a teal and black with single metal device shoulder cord. All shoulder cords will be issued by the Group Logistics Officer on equipment hand receipts.
- B. The Brigade Representative will be provided with a black and red shoulder cord from the Brigade Staff.
- C. Color Guard members are authorized to wear the red and white shoulder cord.
- D. Drill Team members are authorized to wear the black and silver shoulder cord.
- E. Kitty Hawk Air Society members may wear the light blue shoulder cord with one metal device as long as they meet the Society requirements.
- F. Additional accessories may be worn at drill meets and special performances and must be returned after the meet or performance.
- G. All shoulder cords and accessories must be kept clean and in good repair.

Only one shoulder cord may be worn at a time. It is worn on the left shoulder.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #12

HAZING

- Hazing of cadets is strictly forbidden under any circumstances. Senior cadets and officers will exercise good leadership at all times.
- Bullying of underclassmen will not be tolerated. Requesting underclassmen to do ridiculous, unnecessary tasks demonstrates a complete lack of leadership and competence. Persons found to be dealing in these unacceptable practices will be dealt with severely.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #13

CADET EVALUATION/REVIEW BOARDS

I. Operation of the Board

- A. Cadet evaluation boards will be convened as necessary to serve as a vehicle for leadership training and to evaluate situations from a cadet viewpoint. Cadet board members will be temporary. Typical members of the board are the Group Commander, Vice Group Commander, and Senior Enlisted Advisor.
- B. The Group will preside over the board. The SASI and/or ASI will always be present as members of the board.
- C. Boards may be convened to evaluate cadets for failure to meet the standards of good conduct and to appeal screening cadets for recommendation for permanent promotions, selection of cadets for outstanding accomplishments in academics, leadership, and other areas.
- D. The responsibility of the Evaluation Board lies in fact-finding and making recommendations. The findings and recommendations of cadet boards are always subject to approval of the SASI and will serve only as a basis for future action.
- E. Members selected to serve and individuals appearing before a board must be given notification in sufficient time to make arrangements for transportation. Normally 48 hours is sufficient. Boards will usually be held after school.
- F. The Head of the Board will be responsible for appointing a recorder who will take notes and prepare a report of findings and recommendations. The report must be typed and be submitted within three days of the conclusion of the Board. The report will include the following:
 - 1. Purpose of the board
 - 2. Date, time, and location of the board
 - 3. Factual findings of the board
 - 4. Recommendations of board
 - 5. Signatures of the board members



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #14

CLASSROOM CONDUCT

I. Classroom Procedures

- A. Upon entering the classroom each cadet will place book bags and other personal items below/near the assigned desk.
- B. The cadets will remain at the position of parade rest until the starting bell for the class when the flight commander will call the entire flight to attention and recite the pledge of allegiance (1st period) or take their seats (4th period) for afternoon announcements. Every flight will then recite the AFJROTC Cadet Creed and commit it to memory.
- C. The flight commander will perform the pre-class procedures to include the dispensing of corps information through the daily flight briefing and prepare the students for class.
- D. During class the cadets will participate in the activity assigned for the day (i.e., a classroom lesson, drill practice or PT) in a professional manner. Class participation is expected to the maximum extent possible.
- E. At the end of class, the flight commander will perform the post-class procedures, call the flight to attention when the bell rings and dismiss the class.

II. Classroom Standard

- A. The manner in which cadets treat each other and the manner in which they conduct themselves in class have a great effect on the efficiency and effectiveness of the Group. The goal is to create a culture of respect and self-responsibility. Disrespect and inappropriate behavior hamper the Group mission and generally give the Group a poor image.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- B. Cadets will address each other by last name preceded by cadet rank, or by last name preceded by “cadet”, “Mr.”, “Miss”, or “Ms”. Instructors will be addressed by rank and last name or by rank only.
- C. Cadets will not sleep in class. Cadets will sit up straight in their seats and pay attention to the lessons for the day. Cadets who get sleepy may stand at the back of the room of their own volition. If an instructor directs a cadet to stand at the back of the room as a result of sleeping, the cadet will stand at PARADE REST or ATTENTION.
- D. Cadets will not chew gum in drill setting nor inspection. Food will not be consumed in class except with the permission of the instructor. All food, wrappers or bottles will be discarded in trash cans or recycling bins and not left on tables, on the floor, or on school grounds.
- E. Each cadet is responsible for bringing the necessary materials (books, pencils, paper) to class on the proper days. Failure to enter the class prepared will result in a markdown of classroom participation grade for the day.
- F. As a general rule—be courteous and helpful to fellow cadets, guests, and instructors. The first step to having an outstanding Group is to act as a TEAM. Help each other.

Remember, Sir/Ma’am is NOT optional.



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AFJROTC, NC-20051
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Pfafftown, NC 27040



SPECIAL OPERATION INSTRUCTION #15

CADET OF THE MONTH

I. Selection Process

- A. Each Flight Commander will nominate one cadet for Cadet of the Month no later than Monday of the last full week of each month. The evaluation board will normally meet on the last school day that week. Any changes in the timing of the selection board will be fully coordinated with all concerned.
- B. You must be able to justify your nomination. The fact that your nominee is a “good” cadet is not sufficient. Give the board some concrete facts and examples on which to base a decision. Do not nominate a cadet whom you feel is not worthy. **NEGATIVE REPORTS ARE REQUIRED.** If a Flight Commander feels there are no cadets worthy of a nomination, he/she submits a negative report to their squadron commander explaining this.
- C. Nominated cadets must meet the following criteria to be eligible:
 - 1. Hold an “A” average in AFJROTC.
 - 2. Must not have missed a uniform day during the month.
 - 3. Must have demonstrated outstanding followership and leadership potential.
 - 4. Must meet basic requirements for promotion.
 - 5. Must have set an outstanding example in uniform wear and behavior.
 - 6. Must not have received ISS or OSS³
 - 7. Must have a uniform grade greater than 92 on uniform wear during the month.

II. NOMINATIONS

- A. All nominations must follow the format below and must be submitted to the squadron commander for that individual.

³ The nominated cadet will be automatically disqualified should the cadet receive ISS or OSS in the time between the nomination and the receipt of the award.



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AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



FOR: NC-20051 CADET OF THE MONTH BOARD

FROM: rank, name/title (of the flight commander)

SUBJECT: Cadet of the Month Nomination

DATE: Month/year

NOMINEE: Rank, Last name, First name

B. In complete sentences and in 100 words or less, summarize the reasons for the cadet's nomination. Include information below and any supporting information.

1. Flight or staff position (if applicable)
2. Grade average in AFJROTC
3. Uniform Grade in AFJROTC
4. Description of the cadet's uniform wear and behavior
5. Description of leadership potential and outstanding followership

III. Evaluation

A. The cadet evaluation board will convene as described in the introductory description. The evaluation board will interview the nominated cadet and the interview will consist of, but is not limited to, the following topics:

1. Aerospace Science (according to the year group of the individual).
2. Leadership Studies (drill/ceremonies, chain of command, rank structure, etc.)
3. Knowledge of his/her job descriptions/responsibilities. (if applicable)
4. How well the cadet performs his/her responsibilities. (if applicable)
5. Knowledge of the Group command structure
6. Knowledge of the Cadet Creed
7. Any extra-curricular activities (any corps teams, school teams, school clubs, volunteer fire department, scouting, etc.)
8. The winner of the Cadet of the Month will be approved by the SASI/ASI and appropriate recognition will be made.



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AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #16

CADET PROMOTION SYSTEM POLICY

I. Overview

- A. Promotions are an integral part of the AFJROTC program and are designed to reward individuals when their performance meets the standards outlined below. A cadet's surest path to promotion is through hard work, initiative, self-discipline, loyalty, selflessness and consistent performance.
- B. Promotions will be completed at the end of December prior to Christmas break and the first week of May. Cadets may only be promoted twice during a year. If promotion is withheld during any cycle, then it may be attained during the next cycle but cannot be made up in order to receive both promotions in one year.
- C. Promotions are a privilege, not a right and are based on the "whole person" concept. They are given as recognition for superior performance in the past with the expectation for you to continue diligently working towards developing and growing the corps. It is not a means to gather rank and then watch others work. Rather, it is recognition towards what has transpired in your previous job with the expectation that you will do even greater work in your new rank or position. Accordingly, the SASI and ASI reserve the right to deny promotion to a cadet who is disruptive in class, does not adhere to JROTC customs and courtesies, does not properly wear the uniform consistently, acts inappropriately in class (any class...not just JROTC), exhibits any other action prejudicial to good order within the cadet squadron, or who has been suspended from school.
- D. Promotions within NC-20051 are limited to enlisted cadets throughout the year. All officers achieve their rank through their positions and not through the normal promotion cycle or testing.



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AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- E. Officer rank is temporary as long as a position is held. When a cadet no longer serves in a staff position voluntarily, the rank will revert to one rank above the highest enlisted cadet in the same peer group not counting Senior Enlisted Advisor (e.g., an AS-4 will begin the year as a SMSgt ahead of peers). The exception is when a cadet is removed from their position for lack of performance or cause. In that case, they will not be ranked higher than others in their peer group and the SASI will determine the enlisted rank they will be authorized to wear.

Year Group	Second Quarter promotion cycle	Fourth Quarter promotion cycle
AS-1	AB to Airman	Airman to Airman First Class
AS-2	Airman First Class to Senior Airman	Senior Airman to Staff Sergeant
AS-3	Staff Sergeant to Technical Sergeant	Technical Sergeant to Master Sergeant
AS-4	Master Sergeant to Senior Master Sergeant	Senior Master Sergeant to Chief Master Sergeant

II. Promotion Criteria

- A. The cadets are evaluated two times per year by the Flight Commanders utilizing the Cadet Evaluation Sheet. The sheets contain general guidelines on what to evaluate, but Flight Commanders consider every aspect of those categories when determining appropriateness for each cadet's promotion potential. It includes the following categories and ratings:

1. Categories
 - a) Promptness
 - b) Working with others
 - c) Maturity
 - d) Military Bearing
 - e) Attitude
 - f) Academics
 - g) Uniform Wear



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AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



2. Ratings

- a) Poor
- b) Fair
- c) Average
- d) Above Average
- e) Outstanding

B. The following rubric is to be used when recommending or non-recommending for promotion:

AS-1 cadets can receive no more than 1 Poor and 2 Fair ratings. The rest must be average or above. *No repeats of a Poor rating can occur in the same category in the second promotion cycle.	AS-2 cadets can receive no more than 2 Fair ratings. The rest must be average or better.	AS-3 cadets can receive no Poor or Fair ratings and no more than 3 average ratings.	AS-4 cadets can receive no more than 1 Average rating, and the rest must be above Average.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

C. Every promotion recommendation must be approved by the SASI.

III. Demotions

A. Rank may be removed from a cadet for cause. Some of the possible reasons are listed below, but it is not exhaustive.

- 1. Excessive ISS or OSS.
- 2. Lack of development in military bearing.
- 3. Failing academic standards.
- 4. Continuous disrespect or bullying to other cadets.
- 5. Other reasons determined severe enough to consider demotion.



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AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- B. When a demotion is recommended, the cadet in question may request a Cadet Evaluation Board as described in SOI #13.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



SPECIAL OPERATING INSTRUCTION #17

HONOR FLIGHT PROGRAM

I. Overview

- A. The Honor Flight program is designed to provide spirited and friendly competition among each of the flights within the JROTC Corps. The desire is for each flight member to not only enhance the teamwork within its own flight but push each other to do better.

II. Criteria

- A. An Honor Flight is to be determined once a semester where the flight with the most points will become the Honor Flight for that semester. Points will be accumulated based on the following categories and criteria:

1. SAT Question of the Day

- a) Correct answer on 1st try = 5 points
- b) Correct answer on 2nd try = 3 points
- c) All other tries = 0 points

2. Uniform Wear

- a) All present cadets are wearing the correct uniform on the designated uniform day = 25 points
- b) If no more than 1 cadet is not dressed in uniform = 10 points
- c) More than 1 cadet not in uniform = 0 points

3. Community Service Hours - Most hours of community service (points awarded quarterly) :

- a) 1st place = 40 points
- b) 2nd place = 30 points
- c) 3rd place = 20 points
- d) 4th place = 10 points

4. Attendance: Flight with highest weekly rate of attendance (excused absences will not count against a flight's score). If flights tie for the highest rate, then each will receive the maximum points and no points will be awarded for second best attendance rate.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- a) Best rate of attendance = 20 points
 - b) Second best rate of attendance = 10 points
5. Drill Evaluation: The flight will receive an evaluation by the SASI and ASI once per semester and the total score they receive will be added to the Honor Flight total. Maximum of 100 points
- B.** The maximum possible points for the highest score will be 295 points.
- C.** In the event of an overall tie the flights that are deadlocked will perform the drill sequence again and be evaluated by the top 5 cadet leaders. The highest score will win.

III. Reward

- A.** The designated Honor Flight for the semester will receive the Honor Flight Ribbon and may choose one of the following:
- 1. Free day for PT
 - 2. Drop every cadet's lowest uniform grade
 - 3. A flight-funded, flight-organized pizza or ice cream party
 - 4. Watch a movie in class (No higher than PG-13)



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Appendix 1

STANDARDS OF PERSONAL APPEARANCE AND UNIFORM ITEM WEAR

- I.** Each member of the Air Force Junior ROTC must maintain high standards of dress and personal appearance. It is imperative that all members present a well-groomed appearance to their fellow citizens. Further, the need for personal cleanliness, safety, and proper wear of the uniform on the part of all members requires that certain minimum standards be established. Uniforms must be kept clean, neat, correct in design and specification, and in good condition. Uniforms will be kept buttoned, including pockets, and shoes will be shined and in good repair. Badges, insignia, belt buckles, and other metallic devices must be maintained in proper luster and condition.

A. MALE UNIFORM ITEMS

1. **Belt:** Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers' fly. Check frequently to ensure the "gig" line is straight.
2. **Coat, Service Blue:** With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, as available.

3. **Cap, Blue Garrison ("Flight Cap"):** Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Flight cap will not have officer silver braid.
4. **Jacket, Light Weight, Blue Windbreaker:** Must be zipped up at least halfway. Cuffs of the sleeves should cover the wrists but not extend beyond. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the AFJROTC patch on the left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.
5. **Shirt, Light Blue, Short Sleeve with Epaulets:** With arm bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a white "V" neck tee shirt must be worn so that no top of the tee-shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves.
6. **Socks:** Socks must be BLACK or DARK BLUE. Other dark colors are not authorized.
7. **Tie, Blue:** The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie will extend no more than 1 and 1/2 inches above or below the belt line. It is worn outside the shirt and is not tucked in. Pre-tied ties and the tie tack or clasp bearing the official Air Force Coat of Arms are not authorized.
8. **Trousers, Dark Blue:** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a



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AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the "fly" to be neatly closed.

9. **Shoes:** Black male oxfords are standard regulation. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with sole and heel dressing. Optional high gloss black corfam shoes or patent leather are authorized at the cadet's own expense.
10. **Undergarments:** Will be worn with the uniform and will be conservative, commercial style, white in color, and contain no designs or lettering.

B. MALE PERSONAL APPEARANCE

1. **Hair:** Must be clean, well groomed, and neat. Hair color if dyed will look natural, will not be worn in an extreme or fad style, contain excessive amount of grooming aids, or exceed bulk standards. Hair will not touch eyebrow when groomed or protrude below the front band of properly worn headgear. Hair will have a groomed, tapered appearance on both sides and back, both with and without headgear. Block cut is permitted with tapered appearance. Hair will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair bulk will not exceed 1 1/4 inches, regardless of length, and will not exceed 1/4 inch at the natural termination point. Hair will not have any visible foreign items. Sideburns will be neatly trimmed and tapered, straight and of even width (not flared), end in clean-shaven horizontal line, and not extend below lowest part of the exterior ear opening.
2. **Earrings:** They will not be worn while in uniform. Fingernails will be neat, clean and trimmed. No more than three rings will be worn at any one time and one bracelet may be worn which cannot be wider than one inch and will not



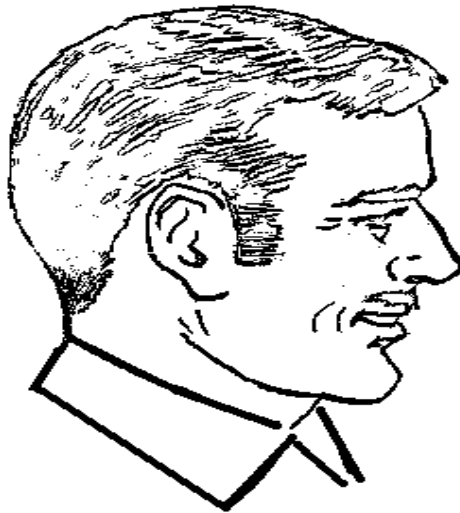
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Pfafftown, NC 27040



detract from the military image, or will not present a safety hazard.

Hair will have a tapered appearance on both sides and back
A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the termination point.

Hair will not touch the ears at any point



Will not touch the eyebrows and will not protrude below the front band of the hat

Only closely cut or shaved hair may touch the collar

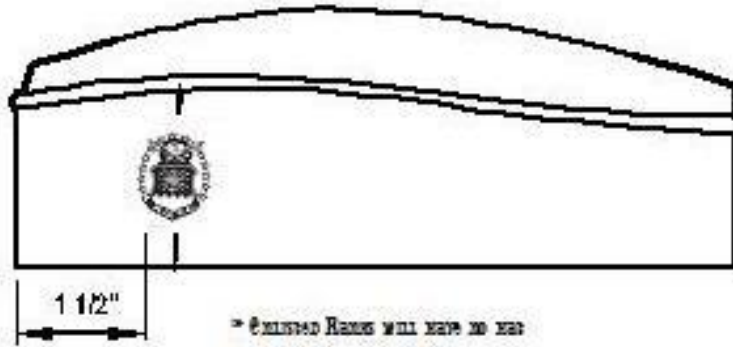
Sideburns, will not extend below the lowest Inner opening of the ear



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Pfafftown, NC 27040



FLIGHT CAP



centered top to bottom and
1 1/2 inches from front of cap

Officers wear hat insignia with stars



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CADET MALE BLUE SHIRT

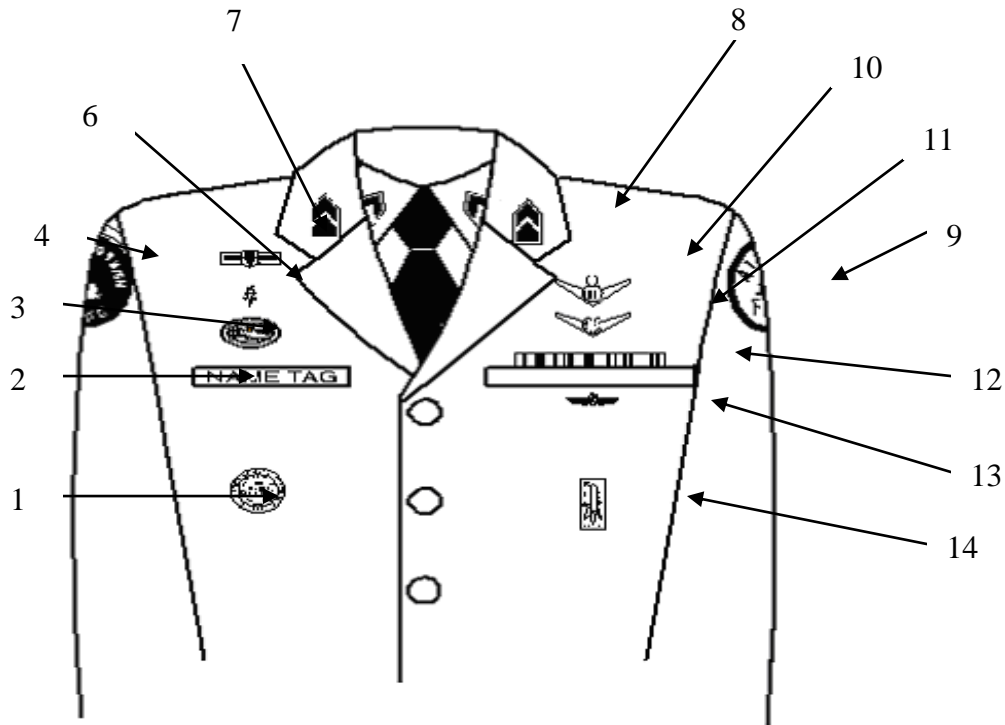




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Pfafftown, NC 27040



CADET MALE 1620 SERVICE DRESS



1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered on right sleeve.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam, and centered on left sleeve.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.



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Ronald W. Reagan High School
Pfafftown, NC 27040



How to tie a Windsor Knot



- 1.** Start with wide end of the tie on your right and extending a foot below narrow end.



- 2.** Cross wide end over narrow and bring up through loop.



- 3.** Cross wide end over narrow and bring up through loop.



- 4.** Then put down through loop and around across narrow as shown.



- 5.** Turn and pass up through loop and...



- 6.** Complete by slipping down through the knot in front. Tighten and draw up snug to collar.



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Ronald W. Reagan High School
Pfafftown, NC 27040



How to tie a Four in Hand Knot



- 1. Start with wide end of the tie on your right and extending a foot below narrow end.**



- 2. Cross wide end over narrow and back underneath.**



- 3. Continue around passing wide end across front of narrow once more.**



- 4. Pass side end up through loop.**



- 5. Holding front of knot loose with index finger, pass wide end down through loop in front.**



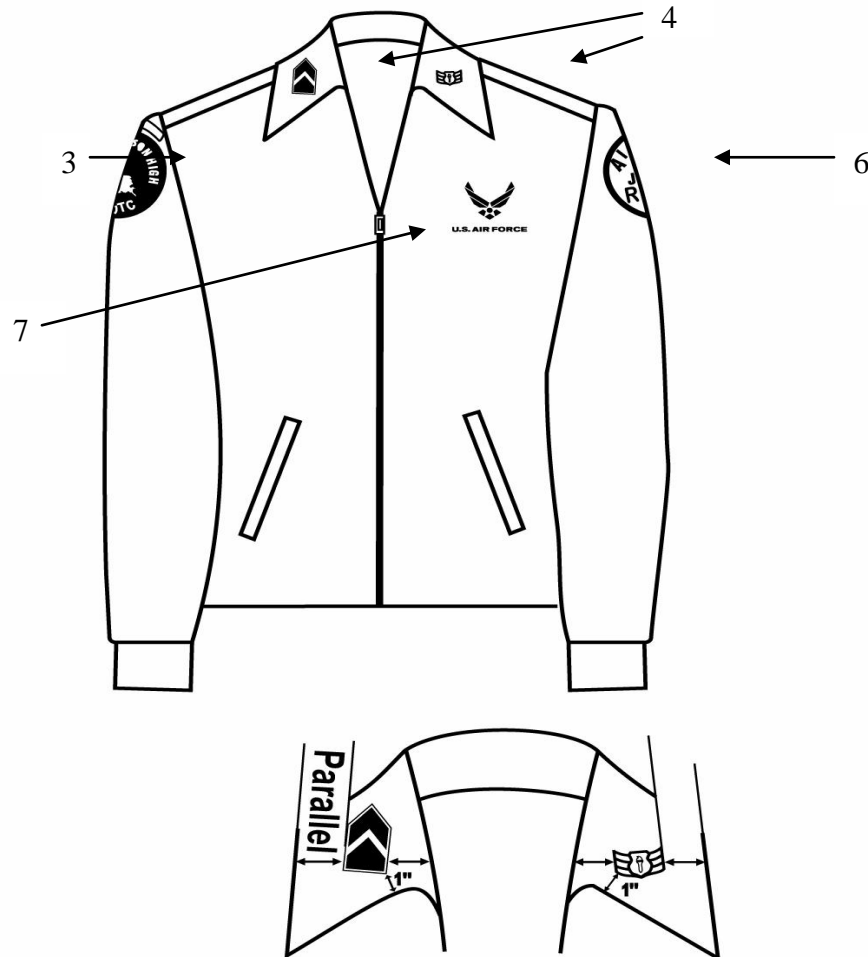
- 6. Remove finger and tighten knot carefully. Draw up tight to collar by holding narrow end and sliding knot snug.**



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Ronald W. Reagan High School
Pfafftown, NC 27040



CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.



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AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



C. FEMALE UNIFORM ITEMS

1. **Service Coat, Blue:** Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas, or the cafeteria. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.
2. **Flight Cap, Blue:** Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow.
3. **Hose:** Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color. Patterned hose is not allowed.
4. **Socks:** Black, commercial socks without design will be worn with slacks and oxfords.
5. **Jacket, Light Weight, Blue Windbreaker:** Jacket must be zipped up at least halfway. Cuffs of the sleeves should cover the wrists but not extend beyond. Over blouse will not show below the jacket. The jacket will have AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.
6. **Blouse, Short Sleeve, Light Blue, and Pointed Collar:** May be worn with or without tab, except tab is worn with combination 1 (Service Dress Uniform). Blouse is worn tucked in.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



7. **Slacks, Blue:** Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the SASI/ASI. Articles carried in the pockets will not be visible or present a bulky appearance.
8. **Blue Belt:** With skirt or slacks with belt loops, silver tip end of the belt extends beyond the buckle facing the wearer's right; no blue fabric shows. Check frequently to ensure the "gig" line is straight.
9. **Skirt, Blue:** Will be free hanging with zipper closure on the left hip. Length will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap. Hose will be worn with the skirt.
10. **Shoes:** Will be issued black oxford shoes to be worn with uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfam or patent leather shoes are also authorized at the cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps.
11. **Purse:** May carry a small black purse. The standard Air Force purse may be purchased and carried at the cadet's expense.

D. FEMALE PERSONAL APPEARANCE

1. **Jewelry:** Female cadets will not wear, carry, or exposed on the uniform, pencils, pens, handkerchiefs, and jewelry to include ankle bracelets. One bracelet is permitted if it is neat and conservative and not wider than one inch. They may wear wristwatches, identification bracelets, and no more than three rings at any one time.
2. **Hair:** Hair must be clean, well groomed, and neat. Hair color if dyed will look



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



natural, will not be worn in an extreme or fad style, contain excessive amount of grooming aids, or exceed bulk standards. Hair will not touch eyebrows when groomed and may be visible in front of flight cap. Hair must present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to natural hair color permitted to keep hair in place. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at bottom of edge of the shirt collar at the back of the neck. Hair will not exceed 3 inches in bulk or prevent proper wear of the headgear. Hair will not include hair ornaments such as ribbons or jeweled pins.



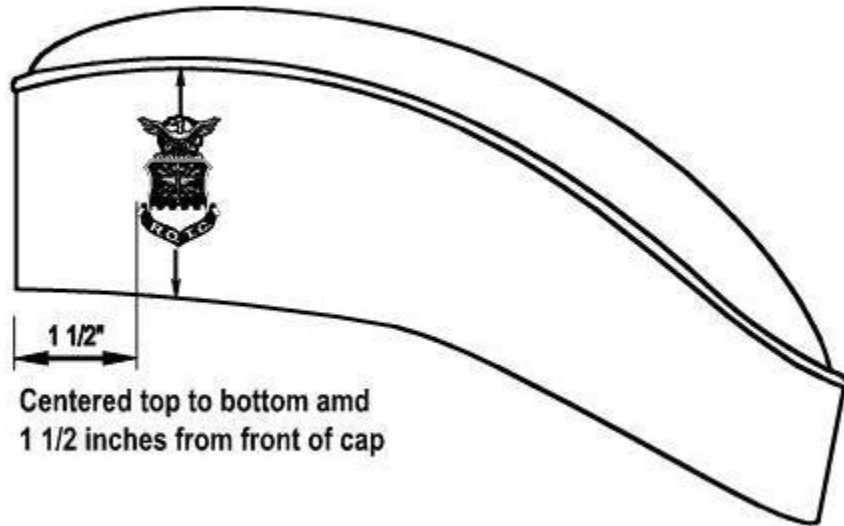
3. **Cosmetics:** Must be conservative and in good taste.
4. **Fingernails:** Must be neat, clean, and nail polish, if worn, must be conservative, single color, in good taste, and not contain any ornamentation or design.
5. **Earrings:** May only wear one earring in each ear and it must be on the earlobe and must not extend beyond the lower portion of the earlobe. Earring may have only one small spherical, conservative, diamond, gold, white pearl, or silver pierced or clipped earring per earlobe. Earrings must be matching and fit tightly to the lower portion of the earlobe without extending beyond earlobe.



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AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



FLIGHT CAP



Centered top to bottom and
1 1/2 inches from front of cap

Officers wear hat insignia with stars
Insignia without stars is worn by enlisted

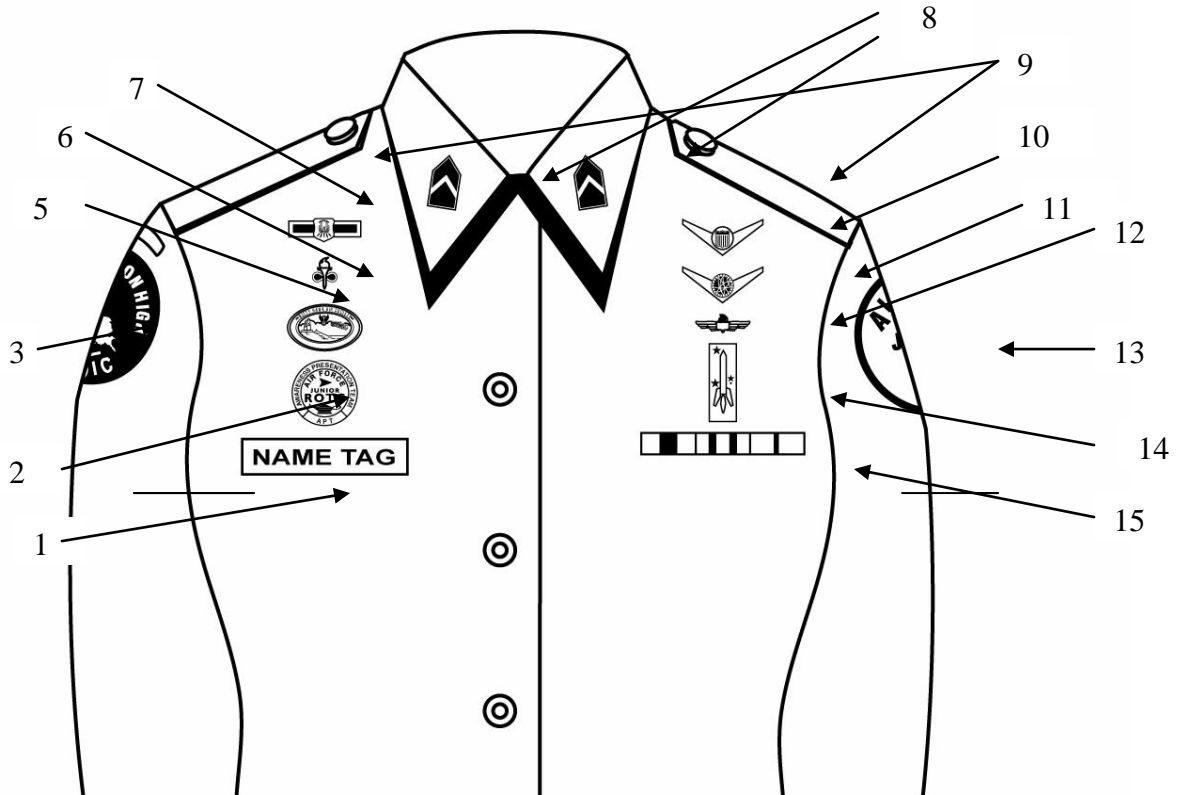
Officers wear hat insignia with stars.
ONLY cadet officers wear hat insignia.



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CADET FEMALE BLUE SHIRT



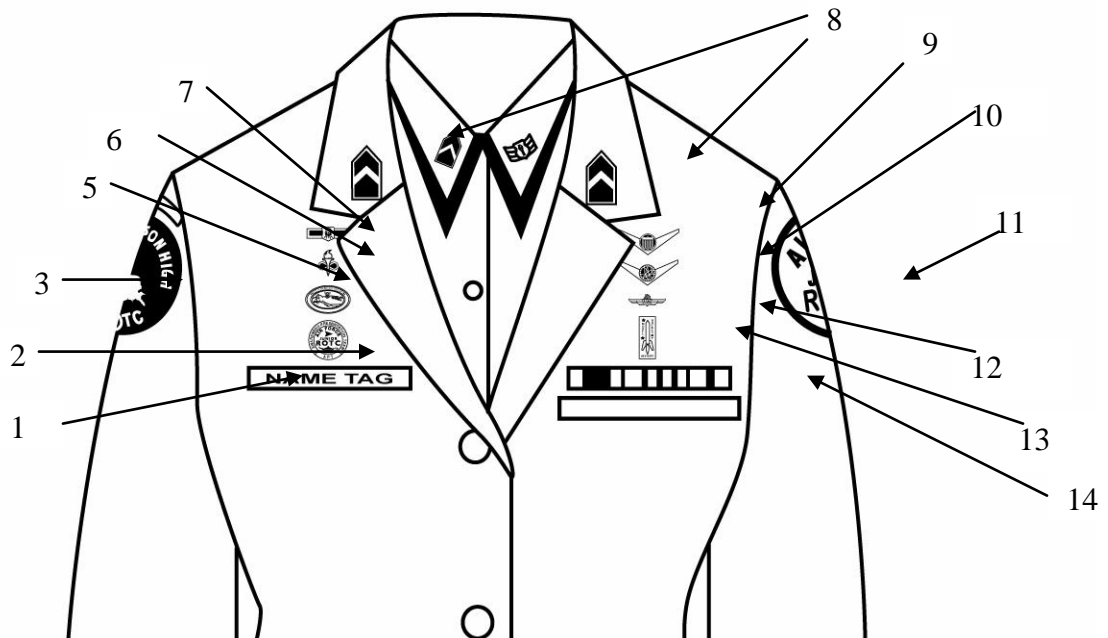
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam on right sleeve.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam on left sleeve.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



CADET FEMALE 1620 SERVICE DRESS



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam on right sleeve.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam on left sleeve.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040

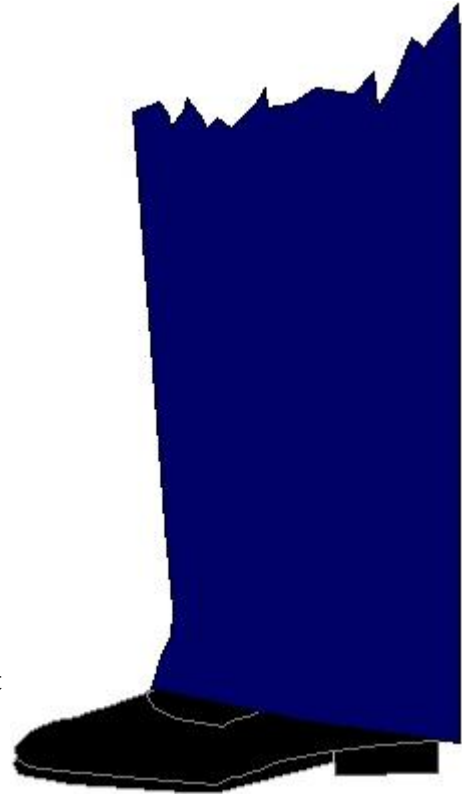


Appendix 2

THE PROPER WAY TO HEM AND WEAR PANTS

- Trousers were originally made to be worn with suspenders, which held them on the waist, not the hips, and that is where they look and hang best. No well-dressed man would wear trousers that rested anywhere else. This is not an arbitrary gesture. Every man, no matter how thin, has a slight bulge in his stomach area. When trousers are worn on the waist, they pass smoothly over this bulge in an even drape. Furthermore, waist-worn trousers emphasize the smallness of the waist. They sit there comfortable, supported by the hips. Trousers worn on the hip, however, must be belted tightly, for there is nothing to hold them up.
- When having trousers fitted on the waist, the crotch of the trousers should fit as high as is comfortable. This is especially important for giving a clean fit without sacrificing freedom of movement. The trousers should be worn wide enough across the hips so that there is no pulling across the front pockets. From the side view, the pockets should lie flat on the hips.
- Trousers should be long enough so that when you walk, your socks do not show.
- Trim-fitted with no bunching at waist or bagging at seat; knee and bottom leg widths not altered beyond current specifications for the waist size; front of trouser legs rests on the front of shoe or boot with a slight break in the crease; back of trouser legs will be approximately 7/8 inch longer than the front. Full cut, straight hanging and without cuffs.
- Trousers are hemmed on a slant (bias cut) so that the back falls slightly lower (just at the point where the heel and sole meet).

AFI 36-2903, Table 2.1, Line 1





DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



Appendix 3

THE AFJROTC PATCH

- The **yellow arrow**, a timeless design that doesn't limit itself to airplanes or a particular period, is a stylized aircraft. The arrow points to the future and depicts high technology, supporting the goal of aerospace education and careers in aerospace. In addition, some active-duty units have adopted the design from AFJROTC.
- The longstanding tradition of the **lamp**, which represents knowledge, lit with red flame, signifies that knowledge prevents one from traveling life's journeys in ignorance.
- The **colors** of the emblem are secondary to the symbolism of the emblem. The colors of the Air Force, ultramarine blue and Air Force yellow, should appear in the design:



- The **blue** represents "the sky", which is the primary theatre of Air Force operation.
- The Air Force **yellow** represents "the sun" and the excellence required of Air Force personnel.
- The **white** represents daylight, innocence, perfection, purity, truth, and wisdom.
- The **red** color represents the blood of life, boldness, courage, hardiness, liberty, magnanimity, passion, patriotism, sentiment, strength, valor, and zeal.
- The **disc shape** is used because the AFJROTC organization is not a group or higher organization authorized its own flag. Flag-bearing organizations display their coat of arms on a modified heater-shaped shield.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



Appendix 4
RANK GUIDE

Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7		E-8		E-9		E-9	
Air Force													
													
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sgt)	Chief Master Sergeant of the Air Force (CMSAF)

Officer

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	
Air Force										
2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (reserved for wartime only)

Cadet 2nd Lt	Cadet 1st Lt	Cadet Capt	Cadet Major	Cadet Lt Col	Cadet Col
Cadet Amn	Cadet A1C	Cadet SrA	Cadet SSgt		
Cadet TSgt	Cadet MSgt	Cadet SMSgt	Cadet CMSgt		



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



Appendix 5

AWARDS AND DECORATIONS

- The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by HQ AFOATS/JR and listed in this guide may be worn. Units may not create local awards for wear on the uniform. See Attachment 11 for Award POCs.
- Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons.
- Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. When awarding a ribbon in WINGS the system will let you choose the devices allowed to be worn on that ribbon. The routine wear of both medals and ribbons is prohibited.
- Minimum criteria are prescribed to preserve the integrity of decorations. Units are authorized to impose additional criteria to meet local standards and needs without diminishing minimum standards (example: limiting the amount of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instructions.
- Present awards at appropriate ceremonies. Invite school officials and local civil authorities when practical. Representatives from organizations sponsoring awards should be offered the opportunity to make the award presentation. Display awards when possible for the benefit of the cadet corps. The SASI will ensure that Air Force endorsement of any agency's product or service is neither stated nor implied.
- ADD: Guidelines for National Awards should be followed to the fullest extent possible; however, SASIs have latitude to approve awarding of National Awards to deserving cadets that do not meet award criteria (i.e., a deserving sophomore instead of a junior, there is not a deserving cadet who meets an awards class standing percentage criteria established for the award, etc.). If there are deviations from established award criteria, the "spirit of intent" of an award's must be maintained. Whenever possible, obtain approval from the sponsoring organization's local chapter for any deviations from established criteria.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- An award's sponsoring organization may require a written report before final cadet selection or after presentation is made. Reports may include information such as: name of the award; name(s) of recipient; place and date of presentation; occasion (graduation, award banquet, etc.); and name, title, and organization of award presenter. The SASI is responsible to ensure any required reports are accomplished.

A. Order of Precedence (an * represents a new ribbon or a name change).

1. Special Awards

- a) Gold Valor Award
- b) Silver Valor Award
- c) Cadet Humanitarian Award
- d) Community Service with Excellence Award

2. National Awards

- a) Air Force Association Award
- b) Daedalian Award
- c) American Legion Scholastic Award
- d) American Legion General Military Excellence Award
- e) Daughters of the American Revolution Award
- f) American Veterans Award
- g) Reserve Officers Association Award
- h) Military Order of World Wars Award
- i) Military Officers Association Award (formerly called "The Retired Officers Association Award")
- j) Veterans of Foreign Wars Award
- k) National Sojourners Award
- l) Sons of the American Revolution Award
- m) Scottish Rite, Southern Jurisdiction Award
- n) Military Order of the Purple Heart Award
- o) Air Force Sergeants Association Award
- p) Sons of Union Veterans of the Civil War Award
- q) Sons of Confederate Veterans H.L. Hunley Award
- r) Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
- s) The Retired Enlisted Association (TREA) Award
- t) The Celebrate Freedom Foundation Award
- u) National Society United States Daughter of 1812
- v) Air Commando Association Award



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- w) Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in Cadet Guide or Unit Operating Instruction)

3. AFJROTC Awards

- a) Distinguished Unit Award and Distinguished Unit Award w/Merit
- b) Outstanding Organization Award
- c) Aerospace and Technology Honors Camp Ribbon (use the same ribbon as the Leadership School Ribbon and add the H device: Order the H device from Vanguard item #7653600)
- d) Outstanding Flight Award
- e) Top Performer Award
- f) Outstanding Cadet Ribbon
- g) Leadership Ribbon
- h) Achievement Ribbon
- i) Superior Performance Ribbon
- j) Academic Ribbon
- k) Leadership School Ribbon
- l) Special Teams Competition
- m) Orienteering Ribbon
- n) Cocurricular Activities Leadership Ribbon
- o) Drill Team Ribbon
- p) Color Guard Ribbon
- q) Saber Team Ribbon
- r) Marksmanship Ribbon
- s) Good Conduct Ribbon
- t) Service Ribbon
- u) Health and Wellness
- v) Recruiting Ribbon
- w) Activities Ribbon
- x) Attendance Ribbon
- y) Dress and Appearance Ribbon
- z) Longevity Ribbon

4. Civil Air Patrol (CAP) Awards

- a) General Carl Spaatz Award
- b) General Ira C. Eaker Award
- c) Amelia Earhart Award
- d) General Billy Mitchell Award
- e) General J.F. Curry Achievement Award



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, or United States Marine Corps JROTC. AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards (see exception in para 3.1.9). Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.
- Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.
 - Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services' Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard.

B. Award Descriptions and Criteria

1. Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

- Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Hq-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation.

2. Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

- Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-OpsSupport will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation.

- 3. Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.
 - Forward recommendations for humanitarian awards to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-OpsSupport distributes the citation and ribbon for presentation.
- 4. Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.
 - Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a local vendor using MilPer funds.
- 5. Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program).
 - a) The award recipient must possess/meet the following personal characteristics and eligibility criteria:



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- 1) Positive attitude (toward AFJROTC and school).
- 2) Outstanding personal appearance (uniform and grooming).
- 3) Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).

6. Daedalian Award. The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

- a) This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:
 - 1) Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
 - 2) Indicate the potential and desire to pursue a military career.
 - 3) Rank in the top 10% of their AS class.
 - 4) Rank in the top 20% of their school class.
- b) The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award.

7. American Legion Scholastic Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll.

- a) This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:
 - 1) Rank in the top 10% of the high school class.
 - 2) Rank in the top 25% of their AS class.
 - 3) Demonstrate leadership qualities.
 - 4) Actively participate in student activities



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- b) The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters.

8. American Legion General Military Excellence Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.

- a) This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:
 - 1) Rank in the top 25% of their AFJROTC class.
 - 2) Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- b) The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters.

9. Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon.

- a) This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:
 - 1) Rank in the top 25% of their AS class.
 - 2) Rank in the top 25% of their high school class.
 - 3) Demonstrate qualities of dependability and good character.
 - 4) Demonstrate adherence to military discipline.
 - 5) Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.
- b) The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



10. American Veterans (AMVETS) Award. This award consists of a medal pendant and ribbon.

- a) This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:
 - 1) A positive attitude toward AFJROTC programs and service in the Air Force.
 - 2) Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
 - 3) Personal attributes (initiative, dependability, judgment, and self-confidence).
 - 4) Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
 - 5) Obtained a grade of "A" (or the numerical equivalent) in their AS class.
 - 6) Be in good scholastic standing in all classes at the time of selection and at the time of presentation.
- b) The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative should make the presentation if a participating local post or department representative is available.

11. Reserve Officers Association (ROA) Award. This award consists of a bronze medal, ribbon, and certificate.

- a) This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:
 - 1) Positive attitude toward the AS curriculum.
 - 2) Outstanding personal appearance (wear of the uniform, posture, and grooming).
 - 3) Attributes of initiative, judgment, and self-confidence.
 - 4) Courtesy (promptness, obedience, and respect).
 - 5) Growth potential (capacity for responsibility, high productivity, adaptability to change).
 - 6) Demonstrate the highest personal, ethical standards & strong positive convictions.
 - 7) Rank in the top 10% of their AS class.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- b) The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient of the award. The local ROA chapter contacts each ASI before 15 Sept and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 Sept, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

12. Military Order of World Wars Award. This award consists of a bronze medal pendant, certificate, and ribbon.

- a) This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.
- b) The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

13. Military Officers Association of America (MOAA) Award. This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon.

- a) This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:
 - 1) Be a member of the junior class.
 - 2) Be in good academic standing.
 - 3) Be of high moral character.
 - 4) Show a high order of loyalty to the unit, school, and country.
 - 5) Show exceptional potential for military leadership.
- b) The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. A MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



14. Veterans of Foreign Wars (VFW) Award. This award consists of a medal pendant with ribbon.

- a) This award presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:
 - 1) Have a positive attitude toward AFJROTC.
 - 2) Have outstanding military bearing and conduct.
 - 3) Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
 - 4) Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
 - 5) Demonstrate leadership potential.
 - 6) Attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester.
 - 7) Be active in student activities.
 - 8) Not have been previous recipients of this award.
- b) The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

15. National Sojourners Award. This award consists of a ribbon, medal pendant, and certificate.

- a) This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:
 - 1) Be in the top 25% of their academic class.
 - 2) Encourage and demonstrate ideals of Americanism.
 - 3) Demonstrate potential for outstanding leadership.
 - 4) Not have previously received the award.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- b) The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.

16. Sons of the American Revolution (SAR) Award. This award consists of a bronze medal with ribbon.

- a) This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:
 - 1) Be currently enrolled in the AFJROTC program.
 - 2) Be in the top 10% of their AFJROTC class.
 - 3) Be in the top 25% of their overall class.
- b) The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter

17. Scottish Rite, Southern Jurisdiction Award. This award consists of a medal, ribbon, and certificate.

- a) 2.2.17.1. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:
 - 1) Contribute the most to encourage Americanism by participation in extracurricular activities or community projects.
 - 2) Demonstrate academic excellence by being in the top 25% of class.
 - 3) Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
 - 4) Not have been a previous recipient of this award.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- b) The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

18. Military Order of the Purple Heart Award. This award consists of a medal pendant with a ribbon.

- a) This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:
 - 1) Have a positive attitude toward AFJROTC and country.
 - 2) Hold a leadership position in the cadet corps.
 - 3) Be active in school and community affairs.
 - 4) Attain a grade of "B" or better in all subjects for the previous semester.
 - 5) Not have been a previous recipient of this award.
- b) The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

19. Air Force Sergeants Association (AFSA) Award. This annual award consists of a medal pendant with a ribbon.

- a) This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:
 - 1) Be in the top 25% of the AFJROTC class.
 - 2) Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
 - 3) Not have been a previous recipient of this award.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- b) The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

20. Sons of Union Veterans of the Civil War (SUVCW) Award. This award consists of a medal pendant with a ribbon.

- a) This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.
- b) The SASI and ASI select the recipient and must request presentation materials from a local camp or the respective SUVCW state department. The contact information for the state departments or local camps is located on the SUVCW website.

21. Sons of Confederate Veterans H. L Hunley Award. This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate. One month prior to awards program unit should submit application to point of contact with deserving cadet's name and rank and a check for \$30 (Unit cannot use AF Funds to pay for this award)

22. Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. This TAI sponsored award consists of a ribbon and a certificate.

- a) This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:
 - 1) Attain a grade of "B" or better in their AS class.
 - 2) Be in good academic standing.
 - 3) Actively participate in cadet corps activities.
 - 4) Participate in at least 50% of all unit service programs.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- b) The SASI and ASI select the recipients. This award is mailed to all units proactively by AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy not later than 1 March. AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide SC-065 the names and grades of the recipients and date award was presented on the supplied mail back form.

23. The Retired Enlisted Association (TREA) Award. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA.

24. The Celebrate Freedom Foundation. Awarded annually, at the SASI's discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.

25. National Society United States Daughters 1812 Award. Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. This award consists of a ribbon, medal and certificate.

26. Air Commando Association Award. Awarded annually at the SASI's discretion for a cadet possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate.

27. Non-Funded National Awards. (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in Cadet Guide or Unit Operating Instruction)

28. Distinguished Unit Award (DUA). Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. The DUA ribbon is ordered through EMALL.

29. Outstanding Organization Award. Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



will be posted in WINGS. The OOA ribbon is ordered through EMALL. OOA recipients do not receive a streamer.

30. Outstanding Flight Ribbon. Awarded each academic semester to members of the outstanding flight under criteria contained in SOI #17, Honor Flight Program. Oak leaf clusters will be given for subsequent awards after the first ribbon has been earned.

31. Top Performer Award. The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance.

- a) The award will recognize a cadet's performance in the following key areas:
 - 1) Leadership and job performance: in primary duty and specifically in preparation for the unit's annual assessment.
 - 2) Leadership qualities: involvement and positions held in extracurricular activities.
 - 3) Academic performance: nominee must be in good academic standing in all high school course work.
 - 4) Significant self-improvement.
 - 5) Community involvement.
 - 6) Other accomplishments.
- b) A SASI may nominate candidates to their respective Regional Director (RD). The RD will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise. SASIs may select recipients and present award in years that unit does not receive an RD visit.
- c) Ribbons will be available from HQ AFJROTC and distributed to the Regional Director for presentation. The award consists of a certificate and a ribbon, which may be presented by the Regional Director during the visit or the SASI if the cadet(s) is unavailable due to class scheduling conflict, etc. The ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

32. Outstanding Cadet Ribbon. Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- 33. Leadership Ribbon.** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.
- 34. Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.
- 35. Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.
- 36. Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC.
- 37. Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Leadership ribbon as well as the Bronze Star can be ordered through EMALL. For each additional Leadership School completion additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.
- 38. Special Teams Competition Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, etc.
- 39. Orienteering Ribbon.** Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum.
- 40. Cocurricular Activities Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC cocurricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



- 41. Drill Team Ribbon.** Criteria for this award are established in SOI #5. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- 42. Color Guard Ribbon.** Criteria for this award are established in SOI #5. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- 43. Saber Team Ribbon.** A permanent team has not been established at this time. A temporary saber team will be utilized each year, if possible, for Homecoming. If a cadet comes to 100% of the practices (except for excused absences) and participates in the Homecoming Saber Team, then the cadet will be awarded the ribbon. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- 44. Marksmanship Team Ribbon.** Criteria for this award will be established by ASI and published in the NC-20051 Cadet Handbook. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- 45. Good Conduct Ribbon.** Awarded to cadets with no discipline referrals of any kind and no adverse reports from other staff or faculty in an academic term as approved by the SASI.
- 46. Service Ribbon.** Awarded quarterly and based on the cadet having a minimum of 10 service hours per quarter and documented on the appropriate community service form. We will accept a maximum of 5 hours from an outside community service organization, and the hours must be recorded on the organization's official letterhead with a signature from the project director. This is limited to members whose active participation in a service project contributed significantly to the goals of the organization.
- a) Participation in Drill Teams, Saber Teams or Color Guard Teams does not qualify for the Service Ribbon (see SOI #5 for Drill/Color Guard Team Ribbon) unless community service hours are awarded within established local criteria.
- 47. Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Health and Wellness Ribbon. All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



Star device. If a cadet earns a percentile score of 85-95 they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they receive a 96-100 percent they will receive a second Health and Wellness Ribbon and they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

- 48. Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. This ribbon will require active participation in a major recruiting activity involving at least three hours involving discussion with parents and future students explaining the AFJROTC program and activities available for incoming students based on their own experiences in the corps activities such as the drill and rifle team, academic or cyberspace team and our color guard. Students will be selected to participate by the SASI and ASI based on recommendations from the team leaders, flight commanders and top three.
- 49. Activities Ribbon.** Awarded for participation in co-curricular activities other than those that qualify for the *Color Guard*, *Drill Team*, and *Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI has determined that the ribbon may be awarded the activity ribbon may also be used to recognize and support other school sponsored activities that allow cadets to be actively involved as participants and leaders in other school sponsored activities such as officially sponsored sports teams, competitive marching bands, dance teams, etc which required extended practice schedules requiring extended commitment and dedication to be strong team members. Proof of such performance is required by submission of a letter from the head coach or sponsor. Only one sport or major activity will be allowed and awarded per school year.
- 50. Attendance Ribbon.** The attendance ribbon will be awarded at the end of each semester. The cadets must not have missed more than two (2) ninety minutes block class periods or four (4) 50 minute classes in a traditional class schedule unless the absence is a result of another school activity such as athletics, band, or other school sponsored activity.
- 51. Dress and Appearance Ribbon.** Criteria for dress and appearance ribbon will be to maintain a uniform grade average of 93 or higher and no missed uniforms per semester. SASI will also include uniform inspection scoring as applicable. Uniform scoring will be in accordance with current designated standards and recorded weekly on the uniform tracking form by the flight commander or their designated representative.



DEPARTMENT OF THE AIR FORCE
AFJROTC, NC-20051
Ronald W. Reagan High School
Pfafftown, NC 27040



52. Longevity Ribbon. Awarded for completion of each AS year.

53. CAP Awards. Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at <http://www.cap.gov/join/unitlocator/html>